

JOB TITLE	Tractor Driver
COMPANY	Universal Paper & Plastics
DEPARTMENT	Raw Materials
PURPOSE OF THIS POSITION	
<p>The Tractor Driver's main task is to ensure that raw materials and finished goods are transported to the intended location. This should be always done timeously and accurately. It is the Tractor Driver's duty to ensure proper documentation and accurate records are kept tracing these movements. It is the Tractor Driver's responsibility to ensure the correct items are loaded and offloaded from the vehicle. It is the Tractor Driver's duty to ensure that the correct stock movement procedures are followed.</p>	
JOB TASKS & RESPONSIBILITIES	
<div> <div> Operational Tasks <ul style="list-style-type: none"> Distribute supplies within the entire organization to the designated areas timeously to maintain uninterrupted work. Verify that correct materials have been transported between sites and ensure correct documentation is in place. Provide elementary administrative support tasks </div> <div> Reporting <ul style="list-style-type: none"> Compile a daily shift report and distribute via email Collate all material movement documentation and submit to supervisor Complete all vehicle checklists </div> <div> Housekeeping <ul style="list-style-type: none"> Implementing and maintaining 5S housekeeping standards. </div> </div> <div> Inventory Management <ul style="list-style-type: none"> Actively monitor and maintain a stringent FIFO system. Verify that correct materials are loaded and shunted between sites. Organizes warehouse and maintains set standards for efficient material storage and handling, including labelling, stocking, and grouping stock items on shelving. Conduct raw material cycle counts every shift cycle. </div>	
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> Must have experience in shipping and handling of material Extensive product knowledge and understanding of customer base and their requirements Excellent organisational and prioritizing skills multi-tasking and time-management skills, with the ability to prioritize tasks. Proven interpersonal, communication skills, good presentation and reporting skills Excellent organisational ability, flexibility, confidentiality and attention to detail In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms. Understanding of contractual law. 	
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> Must have a valid driver's license Must have a valid forklift license Minimum education qualification: Matric Certificate. 	<ul style="list-style-type: none"> Submit your CV to Romancia Buys at rbuys@upap.co.za Proof of qualifications must accompany the application. <i>Please consider your application unsuccessful if you have not heard from us within two weeks.</i>