



HULAMIN OPERATIONS

DOCUMENT CONTROL CLERK

Hulamin is looking for a suitably qualified and experienced **Document Control Clerk** to join the Engineering Services department. This position is based in Hulamin Operations Pietermaritzburg.

The core responsibilities for the position include:

- Manage documents, certificates, drawings, manuals, standards within the DDR system transmittals.
- Prepare drawings for tender purposes, scanning, printing, binding etc.
- Manage printers' stock and stationery.
- Ensuring administrative tasks are accurately executed and identifying and implementing improvements in this regard.
- Maintaining accurate and up to date records.
- Communicate effectively with customers within all departments as well as vendors.
- Close off MOC's, data capturing.
- Manage calibration of measuring equipment.
- Manage time keeping.
- A business knowledge of all departments and machine centres will be an added advantage.

The requirements for the position include:

- Matric.
- A post matric qualification will be an advantage. (N3 Mechanical or Electrical)
- Ability to read drawings will be an advantage. Understand Revisions and make minor edits on AutoCAD when required.
- Knowledge of the Kronos system.
- Good interpersonal skills.
- Good verbal and written communication skills.
- Ability to work on most Microsoft Applications.
- Strong organisational and administrative skills.
- Ability to work with minimum supervision.

Interested applicants are encouraged to apply for this exciting opportunity by emailing their CV to HRRecruitment@hulamin.co.za

Candidates who do not receive any correspondence within 1 month after the closing date may assume that their applications were unsuccessful and are hereby thanked for applying.

Closing date: Friday, 03 November 2023