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LIONEL MOTORS

Position:	Stock controller / vehicle admin
Based at:	Lionel motors Rustenburg
Reporting to:	Financial manager
Position overview/summary:	Responsible for full stock control function and admin responsibilities relating to vehicle Invoicing and vehicle stock.
Job description (responsibilities and key activities):	KEY ACCOUNTABILITIES: • Requesting Natis documents and keeping Natis register up to date • Invoicing of deals according to Supergroup processes and policies, ensuring profit balances to costing sheet • Receipting vehicle debtors • Processing vehicle credit notes • Month-end recons on purchases and settlement accounts • Processing creditors invoices relating to vehicles • Ensuring accuracy of all vehicle details in stocks • Sourcing of stock • Follow up on outstanding orders and provisions • Stock takes • Manage spare keys, books and deal files • Timeously stocking of vehicles • Adhoc tasks that may be required from time to time relating to the admin department
Required experience, qualifications and skills:	The following minimum criteria must be met: • Matric certificates or equivalent • Unendorsed driver's license • People oriented • Computer literacy • Good communicator • Ability to build cooperative relationships • Concern for risk management • Initiative • Accuracy • Attention to detail • Deadline orientated
We offer	Market related salary, medical aid, provident fund
Closing date	15 June 2018

Please e-mail your CV to: christa.venter@supergroup.com

Miss Platinum 2018 entries open!

Rustenburg – Miss Platinum, an annual beauty pageant will be hosted in partnership with Hlompho Modelling Agency, Mmosi Projects and Services, and Tsebo ke Matla Development Centre (an NPO). The closing date for entries is 31 July. Entry fees are set at R100. For more information contact 076-606 6014, 079-332 9280 or email: missplatinum@webmail.co.za.





INFO PERSONNEL

Tel: 014 592 1791/4
Address: 40A Heystek Street, Rustenburg
PLEASE SEE OUR WEBSITE FOR FULL DETAILS



Mine Shift Supervisor (Rtb)
Market Related. Must have a record of service and Grade 12. Supervisory and Blasting Certificate is compulsory. RST00888

BIS Specialist (Mpumalanga)
Market Related. Mine in Middelburg is looking for a qualified Senior Systems. Must have ASP.net MVC, T-SQL (MSSQL), Share Point. Manage Group Business Solutions projects related to implementation of or changes to the Business Process. Liaise with the Business Units to identify business requirements Assist with the compilation of Group Business Solutions project Scope Of Work Compile Group Business Solutions technical specifications Develop and implement Group Business Solutions in accordance technical specifications.

RST000952
Receptionist Temp (Rtb)
R7 000.00. Must have good communication skills and be able to do basic reception duties. RST000955

Business Partner (HRD) (Brits) Market Related. Must have grade 12, medically fit, Knowledge of SAP/X-time, Min 3 years experience in Human Resources Development, Co-ordinate training and compiling and submitting reports. RST000951

Senior Internal Auditor (Rtb) C-Upper. Degree in Internal Auditing, Grade 12 and driver's license with own transport. Computer literate, being in a SOX Environment, Experience on SAP/ Sarbanes Oxley Audit system. Forensic Auditing would be advantage. RST000953

Please submit all CV's via our website: www.infopersonnel.co.za or email application to cv@infopersonnel.co.za with relevant reference number. Please note that Info Personnel will UNDER NO CIRCUMSTANCES charge candidates a fee for placements.

A Career at Implats

Marula Platinum Limited is situated on the eastern limb of the Bushveld Igneous Complex near Burgersfort. We are looking for the right calibre candidate for this position:

Production Shift Supervisor

Marula
(Ref. 141595)

Minimum qualifications and requirements:

- Grade 12 or (NQF Level 4) plus a valid Blasting Certificate is essential
- Valid Production Supervisor Certificate of Competence is essential
- Computer literacy (MS Office packages) is essential
- Minimum of 7 years' experience as a Stope Miner is essential
- Minimum of 3 years' experience as a Shift Supervisor on a Conventional Mine is essential
- Technical working knowledge with regard to stoping, development, trackless machinery equipping, planning and safety policies, procedures and regulations
- Knowledge with regard to mine standards best practices, risk management and operational business objectives

In addition to challenging opportunities, the Company offers a competitive remuneration package and the normal large-company benefits.

Company details can be found at <http://www.implats.co.za>

Preference will be given to candidates from the designated groups.
Short-listed candidates may be subjected to psychometric assessment.

Duties and responsibilities:
The successful candidate will be responsible for:

- Valid Code EB driver's licence
- Valid Medical Certificate or be medically fit in order to obtain such a certificate is essential
- Achieving daily and monthly targets wrt safety and production
- Monthly and daily planning
- Consulting with line management and analysing operational needs
- Aligning standards and procedures to the Training Material
- Ensuring that HSE standards and legal requirements are adhered to
- Managing discipline in the section
- Coordinating, monitoring, coaching and developing his/her team/crew

Applications from agencies will not be accepted.
If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Applications can be sent to:

Human Resources Officer
(attention: Lucy Ratau),
Marula Platinum Limited,
PO Box 1496, Steelpoort 1133
or fax: (014) 569-9661 or
e-mail in MS Word format to
marula.recruitment2@implats.co.za

Closing date: 22 June 2018

Marula has the right not to make an appointment.



RUSTENBURG EMERGENCY CONTACT NUMBERS

SAPS

Rtb Saps Community Service Centre: 014 590 4126/27/39
Rtb SAPS Radio Control Centre: 014 590 4115/6/7
SAPS Boitekong: 014 593/6001/6002/6003
SAPS Emergency No. (Cellphones only): 112
SAPS Marikana: 014 572 3100/43
SAPS Rtb: 014 590 4112
SAPS Thlabane: 014 565 9171/54/59

AMBULANCE

Ambulance / Metro Control Room: 014 597 6612
Ambulance / Metro Control Room (Provincial): 10177

MEDICAL EMERGENCY

Med 24/7 (Private): 014 592 7801
ER24: 084 124
NetCare 911: 082 911
Trauma Rescue: 014 594 0689 / 0861 789 911
Ferncrest Hospital (Emergencies): 014 568 4339/8
Peglerae Hospital (Casualties): 014 597 2823

HOSPITALS

Ferncrest Hospital: 014 568 4399
JST (Provincial Hospital): 014 590 5212 / 5100
La Femme Clinic: 014 594 9500
RusMed 24: 014 523 9378/9351

SNAKE EMERGENCY NUMBERS

Phillip Snyman – 079 527 4294 or 078 108 4543
Dean Jonker – 079 977 3358
Deanjonker12@gmail.com

CLEANING SERVICES 24/7

CIA Crime Incident Accident: 079 498 7606

FIRE

Fire Department: 014 590 3232 /3444/3333
RLM Emergencies (Fire): 014 590 3090

RTB LOCAL MUNICIPALITY

RLM Accounts Queries: 014 590 3508/ 3024
RLM Customer Care Supervisor: 014 590 3872
RLM Emergencies (Fire Dept.): 014 590 3090/3232
RLM Finance Call Centre: 014 590 3849/ 3865/3890/3024
RLM Switchboard: 014 590 3111

ALARMS

ADT (Control Room): 086 121 2520 / 086 121 2501
Oracle Protection Services: 014 533 3062/3726 / 081 358 4032
Wesalarms: 014 592 8364

SSR & CPF/GPF

CPF Sector 1: 071 175 2804
CPF Sector 2: 072 907 0844
CPF Sector 3: 072 204 4847
CPF Sector 4: 060 897 5488
CPF Sector 5: 082 573 3712
CPF Sector 6: 079 227 9748
Staan Saam RTB: 072 787 2550
Staan Saam Rustenburg Community Watch: 083 296 6949

SOUTH AFRICAN COMMUNITY CRIME WATCH RUSTENBURG (SACCW)

079 689 0961

ANIMAL EMERGENCIES

Animal Clinic Zinnaville: 014 538 2114
ARAN Veterinary Clinic: 014 592 6007
Bergbos Dierekliek: 014 533 1959/2084
Bergbos Dierekliek (A/H): 083 653 1081
Rtb SPCA: 014 592 3181
Rtb SPCA (A/H): 072 933 7723

WATER

Water Problem Helpline: 014 590 3088

ELECTRICITY

Electricity Helpline: 014 590 3198
Eskom National Line: 086 003 7566

ROAD & TRAFFIC

Bakwena N4 Toll Road: 0800 225 9362
Traffic Control Room (Rtb): 014 590 3221

PLATINUM WEEKLY NEWSPAPER: 014 592 5653 / 072 482 6871.



MARULA
Member of the Implats Group



