

Warehouse Admin Clerk: X1 Windhoek

Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: 17 September 2026

PURPOSE OF THE POSITION

To ensure the smooth and accurate processing of invoices related to goods received and dispatched. This role is crucial for maintaining accurate financial records, ensuring timely payments, and supporting overall warehouse operations. By managing invoicing efficiently, the clerk helps the company maintain good relationships with suppliers and customers, and ensures compliance with financial and regulatory standards.

RESPONSIBILITIES

- Manage and maintain accurate invoicing records.
- Process and verify invoices for goods received and dispatched.
- Coordinate with warehouse team to insure timely and accurate invoicing.
- Assist in inventory management and stock control.
- Compile and distribute various management reports.
- Perform goods receipts on MM system for all agency goods.
- Check 'order' daily to ensure that all customers' orders are executed.
- Assist Managers and Supervisors with information required at all relevant fields.
- Assist with stand-in duty in the admin office as and when required i.e. when an employee is going on leave, getting ill and needs to be relieved of his/her duties
- Stand in to manage position as required.
- Assist with daily, weekly cycle counts in the Warehouse.
- Assist with monthly Warehouse stock takes.
- Adhere to Company Policies, Procedures and Standard Operating Procedures
- Adhere to Health, Safety and Hygiene Policies and Procedures at all times

QUALIFICATIONS AND EXPERIENCE

- 2-3 years' experience in a Warehouse environment.
- Excellent communication and problem solving skills.
- Good negotiation and communication skills.
- FMCG experience will be an added advantage.
- Experience in Material Management System.

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies/>. Please ensure to include three traceable reference contact. Only short listed will be contacted