**ADVERT**

**Position: Printer operator and Stationery clerk**

**Department: Operations**

**Closing Date: 16 February 2018**

**REQUIREMENTS**

* Grade 12 / Matric
* One year experience with printing / binding / stock control
* Driver’s license

**KEY PERFORMANCE AREAS**

Responsible for all bulk printing/photocopying requirements for IRBA and the administration of stationery, including but not limited to the following:

* Responsible for printing of committee meeting packs
* Responsible for the binding and collation of packs
* Distribution for consumables\stationery
* Quarterly stock take of consumables\stationery
* Reporting service requirements for photocopying
* Internal distribution of mail and magazines
* Co-ordinate shredding of documents
* Replenish photocopy\printing paper to all departments
* Act as alternate driver for deliveries\post and pickup\drop-off of committee members

**SKILLS & PERSONAL ATTRIBUTES**

* Organisational skills
* Ability to prioritise
* Ability to work both independently and as a team member
* Attention to detail
* Good reading and comprehension skills
* Basic computer skills
* Ability to carry heavy boxes up and down stairs

***CVs must be e-mailed to*** [***hr@irba.co.za***](mailto:hr@irba.co.za)***.***

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, disabled, Indians, Coloureds and females). Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and qualifications.***