



Agrimark Operations Namibia is an established agricultural service group with 25 branches across Namibia. We provide an array of products and services to a diverse customer base that include agricultural producers, businesses and the general public.

RECEIVING CLERK – AGRIMARK HOCHFELD

Job Grade : A3

Receiving clerk responsible for off-loading packages and checking their contents to ensure they match the orders. Manages incoming deliveries to the store/warehouse by verifying and signing for shipments, off-loading, and storing the received items, and processing any returns. Also responsible for inspecting incoming and outgoing shipments for potential damages and other issues to ensure stock/consignment quality.

Key responsibilities include:

- Stock receiving ensuring packing lists and delivery products match
- Verifying and signing for stock/consignment received (quantity, quality, price, etc)
- Inspecting incoming and outgoing stock/consignment for potential damage and other issues to ensure stock/consignment quality
- Assume responsibility for returning unsatisfactory/expired/damaged stock/consignment
- Preparation of products for return to suppliers and filling out any relevant paperwork
- Assist customers wherever possible- emphasis on excellent customer service
- Adhere to health and safety regulations
- Adhere to security measures
- Ad hoc and various tasks in line with the scope and duties of this position

Qualifications, Knowledge and Skills Required:

- A valid Grade 10/12 (with at least 23 points)
- 1-2 years' applied experience
- Experience in operating a forklift and a valid forklift license
- Good interpersonal skills
- Computer literate
- High regard for honesty
- Attention to detail
- Be a reliable, accurate and dependable person
- Friendly disposition and excellent communicator
- Ability to work under pressure
- Namibia Citizenship

Agrimark Operations Namibia subscribes to the principles of Employment Equity, and therefore, previously disadvantaged people, women and people with disabilities are encouraged to apply.

**Interested candidates can apply by sending an email: hradmin@agrimark.com.na
Closing date: 23 April 2026.**

Only shortlisted candidates will be contacted, thus, if you are not contacted within 3 weeks after the closing date, you must accept that your application was unsuccessful.