



## 1. JOB TITLE: CYCLE COUNT OFFICER (1 VACANCY)

**Duration: Permanent**

### **Position Description**

**Bulyanhulu Gold Mine** is seeking to recruit Cycle Count officer to join and grow our team.

Join our exceptional team and embody Barrick's core values as you work with us. We are in search of individuals who can champion Barrick's DNA by:

- Communicating **Honestly, Transparently, and Acting with Integrity**
- Exhibiting a **Results-Driven** approach
- Delivering solutions that are **Fit for Purpose**
- Dedicating themselves to **Building a Sustainable Legacy**
- Taking **Responsibility and being Accountable**
- Committing to **Zero Harm**
- Cultivating strong and meaningful **Partnerships**

If you're ready to contribute to our **world-class team** while embracing these values, we encourage you to apply and become a valued member of our diverse workforce.

### **Responsibilities:**

- Ensure safe work practices, i.e. attending compulsory safety courses and meetings, use of required PPE, incident/accident reporting and ensuring total adherence to all Safety, Occupational Health and Environmental Policies, as well as other relevant policies, procedures and guidelines
- Ensures compliance to All Barrick's policies and procedures
- Performs bin location review before and after Stock take
- Performs pre-planned stock take exercise in accordance with the established Standard Operating Procedures
- Captures the counted inventory into the computer system as per the procedure
- Records, investigates/resolves the discrepancies found by performing a thorough investigation
- Presents the counted inventory into approval system as per DOA
- Observes all safety and security procedures
- Keeps equipment and work area clean and orderly
- Filing and archiving documents produced as a result of the stock counting activities
- Prepares and provides the required information by the Auditors (Internal or External)
- Performs other duties as assigned by the respective leader

### **Qualification Requirements:**

- Certificate in Supply Chain Management or related field.
- Ordinary level certificate – Form IV

**Experience and Skills Requirements:**

- 1 - 2 Years of work experience in Warehouse or Inventory Management preferably in the Mining Industry.
- Excellent communication Skills
- Strong analytical and problem-solving skills
- Have a detailed understanding of various inventory management tools and systems (ERP/EMS).
- Knowledge on basic MS Office applications - Outlook, Excel and Word in etc.
- Good Work Ethics
- Ability to Multi-task within the Supply Chain function

**What We Can Offer You:**

- A comprehensive compensation package including bonuses and site-specific benefits.
- The ability to make a difference and lasting impact.
- Work in a dynamic, collaborative, progressive, and high-performing team
- Opportunities to grow and learn with industry colleagues.
- Access to a variety of career opportunities across the organization

**Please forward applications before 07th February 2025**

**We are committed to a safe work environment sending every person home safe and healthy every day and leaving a sustainable legacy on our host communities.**

*Thank you for your application, however, only those selected for an interview will be contacted.*

**[APPLY HERE](#)**