

AfriSam (South Africa) (Pty) Ltd is one of the largest suppliers of construction-related materials, specialising in the production of Cement, Aggregate and Readymix Concrete. Operating in four Southern African countries, the company offers a wide scope of career opportunities and exposure to best practices.

At AfriSam (South Africa) we recognise that talented and enthusiastic people are the basis of our ongoing success.

Construction Material Cape has a vacancy for:

Despatch Clerk FTC (H04) x1

Reporting to the Administration Team Leader, the incumbent will form part of the Aggregate Rheeboek team and will be based at Malmesbury.

The successful candidate will be responsible for:

- Attending to all despatch activities and operating the weighbridge
- Daily printouts of all dispatch reports with variances explained to enable a clear audit trail
- Maintaining effective two-way communication with customers, Sales Team, Production Team and Subcontractors
- Complying with Health, Safety and Environmental regulations
- Ensuring that trucks are loaded to legal capacity

Qualifications, skills, knowledge and experience required:

- Grade 12 or Amended Senior Certificate or National Certificate Vocational Level 4 or Technical Matric – N3 (4 technical subjects + 2 official languages) will be preferred
- Two years in Administrative environment
- Proficiency in SAP and BMS packages will be an advantage
- Good product knowledge
- Good verbal and written English communication skills and customer service orientated
- Valid endorsed EB driver's license and own reliable transport
- Meet or satisfy in full the requirements of Aggregates code of practice for fitness

Applicants must inform their immediate Manager of their interest in the vacancy. Please forward your application and résumé to cape.recruitment@za.afrisam.com and use “**Despatch Clerk**” as your email subject line.

Applicants are advised that AfriSam is a designated employer under the Employment Equity Act and as such has an Employment Equity Plan in place. The Company therefore has the right to fill the vacancy in accordance with its Employment Equity Plan in order to fulfil its transformation objectives by preferring designated employees.

Date issued :22 July 2026

Closing Date :30 July 2026

