

# CAREER OPPORTUNITY



*Vedanta Zinc International (VZI) is part of the globally active Vedanta group, which has investments in zinc, iron ore, copper, lead and silver, and oil and gas. Johannesburg-based VZI is a leading zinc producer with active operations in South Africa, Namibia and another in planned closure in Ireland. With a worldwide, empowered talent pool, VZI places strong emphasis on partnering with all of its stakeholders, practising the core values of entrepreneurship, excellence, trust, innovation, integrity, care and respect.*

VZI's Black Mountain Mining (BMM) operation is located at Aggeneys in South Africa's Northern Cape province. The operation consists of the well-established Deeps and Swartberg, as well as the exciting, new Gamsberg Project.

The following opportunity exists for a dedicated, hardworking, enthusiastic and results-driven individual to join BMC on a temporary basis. Internal and External candidates are eligible to apply.

## ASSET MANAGEMENT CLERK (TEMP)

### MINIMUM REQUIREMENTS:

- Minimum of Grade 12
- Physically and medically fit
- Computer Literacy and MS Office experience is essential
- Prior experience in the engineering/mining industry advantageous

### KEY PERFORMANCE AREAS:

Logistics and Administration:

- Management of documents
- Place requisitions (Max = R20K)
- Distribute checklists and documents to requesting stakeholders
- Maintain relevant and appropriate levels of stationery
- Ensure that work order and operator schedules are completed in line with required standards

Data Capture and System Updating:

- Ensure follow up on overdue completed work orders from Foreman
- Ensure proper work order completion and capturing of history in SAP system

- Ensure accuracy of data capture and system updating

### SELECTION CRITERIA:

- Shortlisted applicants will be required to undergo medical examinations and will be required to undergo relevant psychometric assessments
- Black Mountain Mine will act in accordance with its Social and Labour Plan in filling these vacancies.

Interested individuals should address their **clearly marked** applications to:

#### The Human Resources Department

Black Mountain Mining (Pty) Ltd  
Private Bag 01  
Aggeneys  
8893

**Email:**  
recruitment@vedantaresources.co.za

**Closing date: 22 September 2017**