



**RPU (Pty) Ltd**

Reg No: 2012/177005/07

# COMPANY PROFILE

Warehousing



## Introduction

RPU is a Security and Loss protection enterprise with a level 2 BEE rating. The company comprises of three business units that offer tailor-made security expertise:

**LOSS CONTROL | SITE SPECIFIC REQUIREMENTS | SECURITY AUDIT & RISK**

From the inception of a project through to its planning and deployment phase we retain our high level of confidentiality and commitment. We strive to act within our ethical, business value chain:

- > SERVICE EXCELLENCE
- > INTEGRITY
- > UNWAVERING CLIENT DISCRETION
- > EMPLOYEE BENEVOLENCE

RPU supplies a unique and effective solution by offering a cost effective, productive and flexible solution as well as a personal service to all our clients.



## Overview

The warehouse is a point in the logistics system where a firm stores or hold raw materials, semi-finished products, or finished products. By using warehouses, companies can make goods available “when” and “where” customers demand them.

A warehouse management system is a key part of the supply chain and primarily aims to control the movement and storage of materials within the warehouse and process the associated transactions, including shipping, receiving, picking, and packing. The system also direct and optimize stock put away based on real time information about the status of the bin utilization.

At RPU we do proper screening of employees which includes an interview, criminal record checks etc. We ensure that employees have a proper job description so only the best quality of work will be done for our clients.

Our main reason are our clients, and that is why we take care of what they most value.

We work closely with our clients and check regularly on their needs.

The client work with our employees and check regularly if they meet the standards, and if they can do the work.



## **Services**

With our experience it is possible to offer to all client's services within their facilities, with highly qualified personnel which is in the capacity to perform related logistics and administrative processes. This service model offers great advantages such as: alignment of the processes according to the company's objectives, flexibility and reduction of costs for travel, experience of the operator in logistics process management, opportunities for continuous improvement when evidencing first-hand reprocessing, increase productivity due to the proximity with the operator, among others. Our in-house services include, among others, the following activities:

- Receipt and inspection of goods.
- Documentation management and administration.
- Stock management.
- Orders and requests preparation.
- Administrative tasks inherent to the operation.
- Customer service.
- Control and physical taking of inventories.

## **Career Progression**

- Forklift Operator
- Warehouse Auditor
- Warehouse Supervisor
- Stocker



## **Job Specifications**

- Have matric (Grade 12)
- Be punctual
- Be able to read, write and understand English or the language the clients prefer
- Have work experience
- Be able to work in a team
- Have a good understanding of new technologies
- Have a good understanding of general warehousing
- Licencing to operate a forklift

## **Daily duties**

- Check inventory lists
- Pick orders according to the client's needs
- Pack orders according to the client's needs
- Keep the warehouse clean
- Do daily checks of PPE
- Unnecessary items removed from the floor/area
- Carts and pallets returned to designated locations
- Equipment clean and functional
- Shift paperwork completed and submitted
- Reach daily target as per given by the client/management



## Monthly duties

- Report to the manager
- Shift paperwork completed and submitted

## Standard Services

We at RPU have included these standard services in our client agreement:

- Pre employment polygraphs, all employees.
- Random polygraphs on request.
- Criminal checks.
- Uniform.
- Public liability insurance.
- Fidelity insurance.
- Medicals.
- Safety wear.
- Registered Attorney to deal with all disciplinary enquiries.
- CCMA attorney to insure we protect our client and ourselves.
- Dedicated site manager.
- All statutory costs.
- On time payments.
- Happy staff members that have not in 14 years formed part of any industrial/strike actions.



# RPU (Pty) Ltd

Reg No: 2012/177005/07

## Costing

Kindly see below an example of our costing:

| DESIGNATION |      | STATUTORY COST |           |           |               |       |      |              |       |              |             |
|-------------|------|----------------|-----------|-----------|---------------|-------|------|--------------|-------|--------------|-------------|
|             | WAGE | SICK PAY       | LEAVE PAY | FAM LEAVE | WORKMANS COMP | U.I.F | SDL  | COUNCIL LEVY | TOTAL |              | CHARGE RATE |
|             |      | LB             | LB        | LB        | BC            | BC    | BC   | BC           |       | Gross Profit |             |
| STATUTORY % |      | 2.7%           | 6.5%      | 1.7%      | 4.8%          | 1.0%  | 1.0% | 0.8%         | TOTAL | 15.0%        |             |
|             |      | R              | R         | R         | R             | R     | R    | R            | R     | R            | R           |
|             |      | -              | -         | -         | -             | -     | -    | -            | -     | -            | -           |

## Why RPU?

- > We are specialists in achieving companies' shrinkage goals.
- > We do not turn maximum profit whilst neglecting our employees.
- > We offer lucrative employee incentives and manage according to a balanced performance score card.
- > We deploy highly skilled and knowledgeable personnel on-site as an extension of our clients' management structure at our expense.
- > We operate nationally, ensuring consistency and supply chain efficiency.
- > Passion for your business and ours makes us different from our competitors!



**RPU (Pty) Ltd**

Reg No: 2012/177005/07

**Contact Details:**

- > Head Office: 012 644 0323
- > General Manager - Leon De Jager: 072 215 5901
- > Director – Philip van Rooyen: 082 600 5163

**Head Office address:**

1020 Pretorius Ave,  
Lyttelton,  
Centurion  
0157