

VACANCY



NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

DATA RECORDER **[PROCESSING PLANT / PRIMARY]**

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka. Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

General administration associated with the department.

KEY FUNCTIONS AND RESPONSIBILITIES

- Daily monitoring and updating of reports
- Compiling and preparing of information for daily production meetings
- Voiding of labels
- Verifying accuracy of manual counts
- Weekly capturing of departmental overtime
- Updating employee files
- Recording and conveying of messages
- Ensure accurate timekeeping and overtime records
- Filing
- Maintain housekeeping standards in all areas of responsibility
- Perform any ad hoc tasks as and when required

MINIMUM QUALIFICATION, EXPERIENCE AND COMPETANCIES

- Grade 12 (NQF 4) with 2 years relevant experience
- Computer literate with a good mastering of Microsoft Word, Excel and Outlook
- Proficient in English, being bilingual will be advantageous
- Namibian citizen
- Must be able to work shifts, weekends, overtime and on public holidays

The company offers a competitive salary and market related employee benefits. Candidates who qualify for above position, should send a short CV to the HR department.

Email: HRWages@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS, NO DOCUMENTS WILL BE RETURNED.

CLOSING DATE FOR APPLICATIONS: 10th of March 2019