

STOREMAN

BROILERS / MAINTENANCE

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the B1 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

Responsible for the ordering, storage and issuing of spares, workshop equipment and replacement parts for Farming Services.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Maintenance of store and daily reporting**
 - Daily reporting on unforeseen shortcomings.
 - Determine/reconcile stock levels by means of regular stock takes.
 - Place incoming spares in appropriate storage.
 - Complete all relevant registers in store.
 - Budget management.
 - Daily handling of requisition and order forms.
- **Ensure safe working environment**
 - Adhere to Health, Safety and Environmental policies as set out in the companies Policies and Procedures.
 - Ensure that the store area and surroundings are organized and clean at all times.
 - Perform proper housekeeping.
- **Capture spares on ACCPAC**
 - Ensure all received spares, invoices and GRVs are captured timeously on ACCPAC for further processing.
- **General**
 - Keep own updated attendance timesheet for record keeping and reconciliation monthly.
 - Operate forklift as and when required.
 - Be able to work after normal working hours, weekends and public holidays.
 - Wear correct PPE at work all the time as prescribed by the Company.
 - Performs ad hoc tasks as requested by superiors.

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4) with Mathematics as a subject.
- Minimum Five (5) years relevant experience in stock control.
- Valid Forklift license.
- Namibian citizen.
- Working knowledge of Windows based office systems (Excel, Word, Outlook) will be an added advantage.
- Previous ACCPAC experience will be an added advantage.
- Proficient in English, being bilingual will be advantageous.
- Must be able to work day/night 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: HRsalaries@npi.com.na

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

CLOSING DATE FOR APPLICATIONS: 24th of January 20



NAMIB POULTRY
BECAUSE YOU DESERVE BETTER

20.