

CLERK: ADMINISTRATION CLINIC **[PROCESSING PLANT/ CLINIC]**

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. 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 administrative, finance and stock functions within the department.

KEY RESPONSIBILITIES

- **Administrative support**

Preparation of personnel files for pre-employment/annual medicals/ daily clinic visits, filing, data capturing.

Record keeping of Hep B vaccinations, annual medical planning per department

Develops and maintains a filing and retrieval systems.

Neatness of files, files prepared for all new employees, all terminations archived

- **Procurement / Stock Control**

Purchase Orders [Ordering stock, follow up's and Credit Notes]

GRV and internal usage capturing on Accpac.

Maintaining accurate record of inventory and stock management systems according to set standards.

Following up on stock price differences.

Performing monthly and weekly stock takes.

MINIMUM QUALIFICATION, EXPERIENCE AND COMPETANCIES

- Grade 12 (NQF 4).
- 4 (four) years' experience in an administrative environment.
- Clinic and / or Hospital reception experience and / or background will be highly advantageous.
- Valid first aid certificate will be an added advantage.
- Computer literate with a good mastering of Microsoft Word, Excel, Outlook and PowerPoint, Typing skills will be an added advantage
- Experience with Accpac will be an added advantage.
- Valid Code B driver's license with own reliable transport.
- Namibian citizen.

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: 07th of June 2019

