

RE- ADVERTISEMENT

ADMIN ASSISTANT

PROCESSING PLANT / QUALITY

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

Daily TQM System data capturing and processing and general office admin duties within the Quality Department of the Process Plant.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Data Capturing and processing**
 - Capture Daily Quality Checks, Non-Conformances, OPRP and CCP documentation
 - Weekly Summary of Quality Checks and Non-Conformances with trend analysis graphs
 - Capture Food Services Contracts KPI checks and documentation
 - Capture Daily Production Info onto Processing Dashboard
 - Capture Performance Bonus Criteria of waged staff (Quality, Laundry & Cleaners)
 - Process Weekly Chemical Usage; Month-end Inventory Stock Count Recon of same
- **Administrative**
 - Conduct official correspondence on behalf of QA Manager and/or Food Safety Co-ordinate
 - Pre-registration for Food Safety Training Workshops and Seminars
 - Booking of suitable Boardroom for scheduled audits and meetings; taking of minutes if required
 - Assist with accommodation arrangements of Food Safety Auditors and Training Facilitators
 - Assist with travel arrangements of Management Team as and when required
 - Prepare PBY Rendering Meal Load Sheets and Export documentation
- **General**
 - Preparation of Boardrooms for scheduled audits (availability of TQM System records)
 - Assist with preparation of Boardrooms for Management Meetings (set-up and refreshments)
 - Relief Function for Front Office Reception as and when required
 - Assist with general ad hoc administrative tasks in other departments as and when required (Admin, HR)

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4).
- Knowledge of Accounting Software systems advantageous
- Five (5) years' general office administration experience
- Proficient in English, being bilingual will be advantageous.
- Fully computer literate (All MS Office Suites with advanced Excel)
- Namibian citizen or eligible to obtain a Work Permit
- Highly proficient in written and spoken English and Afrikaans with demonstrable business communication skills
- Valid Code BE driver's license

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: 14th of February 2020



NAMIB POULTRY
BECAUSE YOU DESERVE BETTER