

STORES: ASSISTANT **PROCESSING PLANT / PACKAGING STORES**

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

Maintain accurate inventory levels as well as issuing of raw and packaging materials and sundry consumables.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Procurement Function [PO + Delivery]**
Order Placement and expediting of materials and consumables.
- **Inventory Control**
Following of procedure relating to issuing and maintenance of SOH as well as GMP.
Ensure accurate SOH in operating system.
No variances on month end stock count. (Or within allowed perimeters)
Ensure prompt re-order of materials based on minimum stock levels and re-order quantities as required by the production plan.
Accurate weekly cycle and month-end physical inventory count of Packaging Store locations.
Reporting on stock variances.
Adhere to SOP.
- **Documentation**
Accurate capturing of all received goods based on SOP
- **Supervision**
Housekeeping (Startup & shut down)
Correct stock rotation [FIFO - First in First out]
- **Stock & Inventory Control**
Responsible for Count Teams
Recon of Count Sheets
- **General**
Performing any additional tasks as and when required to the best of your ability and according to Company standards and procedures.

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4) with Mathematics as a subject.
- Stock & Stores Control Certificate (NQF 5) will be highly advantageous.
- 3 Years working experience in a FMCG Packaging material Stores / Procurement environment.
- Namibian citizen.
- Proficient in all MS Office systems with above-average Excel experience.
- Experience in accounting programs e.g. Accpac, or similar.
- Thorough understanding of HACCP based Procurement systems.
- Quality requirements and documentation.
- Willing and able to work alternating day/night shifts.

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: 12th of March 20



NAMIB POULTRY
BECAUSE YOUR DESERVE BETTER

20.