

VACANCY



NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

SUPERVISOR: DISPATCH **PROCESSING PLANT / DISPATCH**

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

To organize and manage load to customers, supervise designated personnel, control all warehouse stock and manage warehouse equipment as well as delivery vehicles of the Department..

KEY FUNCTIONS AND RESPONSIBILITIES

- **Stock & Warehouse.**
 - Ensure picking slips content is processed timeously
 - Effectively report of statistical data as required
 - Ensure that the products are handed over to Distribution in the correct manner
 - Ensure that the correct quantities are handed over
 - Ensure that all products are in good order before handed to Distribution for loading
 - Ensure all full pallets is weighed on the bulk scale
 - Ensure temperature of products is in specification before it is handed over for loading
 - Ensure good levels of productivity
 - Responsible for daily Namib Mills' pallet counts
 - Ensure general cleanliness of the working area
- **Vehicle Maintenance.**
 - Ensure forklift check sheets is completed at start of shift
 - Ensure forklifts is clean and tidy and in working order
- **General Functions.**
 - Time and attendance
 - Assistance with Quality Assurance (Audits)
 - Maintain discipline and good HR practices
 - Ensure compliance with company standards
 - Assist with administrative tasks as required
 - Ensure adherence to Health and Safety requirements

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF4)
- Five (5) years' experience in distribution environment OR relevant certificate (NQF5) with 3 years' experience in distribution environment
- Computer literate
- Proficient in English, being bilingual will be advantageous.
- Namibian citizen.
- Must be able to work shifts, weekends, overtime and on public holidays.
- Valid 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: 20th of September 2019