VACANCY

NAMIB POULTRY
BECAUSE YOU DESERVE BETTER

ADMINISTRATOR: SERVICE MANAGER

PROCESSING PLANT / MAINTENANCE

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 ensure that all relevant Office and / or administrative and / or Service Manager functions is attended to, within the department.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Administrative Support**
  Complete scheduled reports on time and to required standards
  Accurate and timeous completion of timesheets and leave applications
- **Maintenance program / System – Service Manager**
  Creating Master Data according to predetermined code list for all equipment and spares
  Creating new tasks for MSI (Maintenance Significant Items)
  Processing and capturing of job cards
  Printing and distribution of scheduled services job cards
  Assist with the planning of all jobs and verification of the jobs executed
  Assistance, Managing and supervising of maintenance days and all planned jobs
  Generating weekly weekend maintenance list/plan
- **Parts**
  Sourcing of parts
  Ordering of parts
- **Month-end Stock Count**
  Creating and capturing Physical Inventory Stock Count Sheets
- **Ad Hoc Tasks**
  General assistance to the Maintenance Manager in the performance of daily duties
  Performing of any additional tasks as and when required by Management, to best of ability and according to company standards and procedures

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4).
- Technical Diploma will be highly advantageous.
- Minimum of five (5) years' work experience in a maintenance environment. (planning's and managing)
- Namibian citizen.
- Proficiency in English, being bilingual will be highly advantageous.
- Computer literacy with working knowledge in Microsoft Office (Excel, Word, and Power Point)
- Valid Code BE driver's license & own reliable transport.

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.

CLOSING DATE FOR APPLICATIONS: 15th of August 2022

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