

# VACANCY



**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

## **ADMIN ASSISTANT: QUALITY** **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**

Day to day administrative functions and assistance within the department.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

- **Quality Food Safety System Certification admin assistance function.**  
Systematic updating of revised Policies & Procedures (typing) [Word]  
Daily capturing of Quality Checks and Hygiene Inspections onto FSMS Dashboard [Excel]  
Preparation of Weekly / Monthly trend analysis graphs
- **Relief Front Reception and Switchboard function:**  
Receive all incoming calls and re-direct same to appropriate extensions  
Ensure timeous communication and/or distribution of messages, faxes, parcels etc  
Access control and housekeeping of front office reception area  
Receive and direct visitors appropriately  
Daily clocking's and overtime reports  
Boardroom Bookings  
Preparation of Boardrooms for scheduled meetings  
Co-ordinate schedule of Duty Driver  
Distribution of Daily Water Readings [Excel]  
Purchase Orders [Accpac]  
GRV and processing of payments [Accpac]  
Diarise of stakeholder and contractor meetings  
Presentation book binding  
Follow-up on email correspondence
- **Water & Infrastructure Admin function**  
Weekly capturing of Overtime and Performance Bonuses, Monthly summary of same [Excel]  
Daily capturing of production figures onto Water Plant Production Sheet [Excel]  
Monthly summary of Electricity Readings [Excel]
- **HR and IR admin assistance function**  
Work Visa / Permit documentation (filing)  
Weekly capturing of Disciplinary Warnings, Monthly summary of same [Excel]  
Wage band Matrix [Excel]  
Preparation of Disciplinary Proceedings documentation, typing of minutes and filing of same [Word]
- **Training**  
Provide Internal Excel Training to employees

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- Grade 12 (NQF 4)
- Two (2) years previous relevant working experience in a FMCG production environment will be advantageous.
- Proficient in all MS Office systems with above-average Excel experience.
- Proficient in English, being bilingual will be advantageous.
- Namibian citizen.
- Must be able to work shifts, weekends, overtime and on public holidays.

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](mailto:HRSALARIES@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS,  
NO DOCUMENTS WILL BE RETURNED.**

**CLOSING DATE FOR APPLICATIONS: 15<sup>th</sup> of April 2021**

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