



CHECKER **PROCESSING PLANT / DISTRIBUTION**

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

The main purpose of this job is to ensure the accuracy and integrity of outgoing poultry products, guaranteeing that they meet our stringent quality standards before reaching customers.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Quality Assurance**
Conduct thorough inspections of outgoing poultry products to ensure compliance with quality standards and specifications.
Perform visual and physical checks on packaging, labelling, and product appearance.
- **Documentation and Record-Keeping**
Maintain accurate records of inspected products, documenting any deviations from quality standards.
Ensure safe keeping of documents
Accurately and timeously record all data received and adhere to prescribed procedures
Complete and update relevant paperwork, ensuring proper traceability of products.
- **Collaboration with Production Team**
Coordinate with the production team to communicate any quality issues or deviations observed during the inspection process.
Participate in regular meetings to discuss process improvements and quality control measures.
- **Safety Compliance**
Adhere to all safety protocols and guidelines to ensure a secure working environment.
Always take precautionary steps to ensure good housekeeping and food safety
Report any safety concerns promptly to the supervisor.
- **Efficiency and Productivity**
Work collaboratively with the distribution team to maintain a smooth and efficient flow of products.
Assist in organizing and prioritizing outgoing shipments based on customer requirements and delivery schedules.
- **General**
Safely transport empty and loaded pallets with products as per laid down standards
Loading and off-loading of goods from trucks
Responsible for neat and safe stacking and placement of products in the designated areas and locations as directed by supervisors
Ensure that no damage is caused to products or pallet and proactively identify broken pallets which might damage bags
Take step to proactively ensure stock rotation
Comply to company policies and procedures
Adherence to Policies and Procedures:
Strictly following company policies, procedures, and food safety guidelines to maintain quality and safety standards.
Daily feedback to Distribution Manager
Carry out additional ad hoc tasks associated with the Distribution department.
Report faults and defects to supervisor and / or management.

VACANCY



NAMIB POULTRY

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MINIMUM QUALIFICATION, EXPERIENCE AND COMPETANCIES

- Grade 12 (NQF 4).
- Two (2) years of working experience in a Fast-Moving Consumer Goods [FMCG] food processing or manufacturing environment will be advantageous.
- Prior experience in a Checker or warehouse role will be advantageous.
- A valid forklift license will be advantageous.
- Knowledge of health and safety standards and practices.
- Ability to lift and move packages of varying weights.
- Comfortable working in a refrigerated environment.
- Namibian citizen.
- Proficient in written and spoken English, being bilingual will be advantageous.
- Must be willing and able to work shifts, weekends, overtime, and on Sundays and public holidays.

The company offers a competitive salary and market-related employee benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Candidates who qualify for the above position, should send a short CV to the HR department.

Email: HRWages@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

CLOSING DATE FOR APPLICATIONS: 18TH OF MARCH 2024.

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A1 Highway Klein Okapuka Farm Windhoek, KH, Namibia | P.O. Box 20276

T: +264 61 290 1700 | F: +264 61 246 137 | E: info@npi.com.na

www.npi.com.na