

VACANCY



CLERK: ADMINISTRATION SECONDARY PROCESSING PLANT / SECONDARY DEPARTMENT

NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

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. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

General administration associated with the position and/or department.

KEY FUNCTIONS AND RESPONSIBILITIES

- **Administration**
 - Compiling monthly reports
 - Recording and conveying of messages
 - Daily monitoring and updating of reports
 - Compiling and preparing of information for daily production meetings
 - Voiding of labels
 - Verifying accuracy of manual counts
 - Updating employee files
 - Weekly capturing of departmental overtime
 - Filing
 - Maintain housekeeping standards in all areas of responsibility.
 - Ensure accurate timekeeping and overtime records.
- **General**
 - Perform any additional ad hoc tasks as and when required by management

MINIMUM QUALIFICATION, EXPERIENCE AND COMPETENCIES

- Grade 12. (NQF 4)
- At least 2 (two) years relevant work experience
- Computer Literacy. (Microsoft Office)
- Namibian Citizen.
- Proficient in English, being bilingual will be advantageous.
- Willing and able to work, day/night shifts over time, alternating weekends and on Public Holidays as and when required.

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: HRSalaries@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: CLERK: ADMINISTRATION SECONDARY
ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.

CLOSING DATE FOR APPLICATIONS: 18TH OF MARCH 2024

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