

# VACANCY



**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

## **DATA RECORDER** **PROCESSING PLANT / PRIMARY**

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**

General administration associated with the department.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

#### **Administration**

- Compiling monthly reports accurately.
- Recording and conveying of messages.
- Daily, weekly, and monthly monitoring and updating of reports.
- Compiling and preparing of information for daily production meetings timeously.
- Voiding of labels.
- Verifying accuracy of manual counts.
- Updating employee files and confidentiality of personnel information.
- Weekly capturing of departmental overtime.
- Accuracy and paying attention to detail of Filing.
- Maintain housekeeping standards in all areas of responsibility.
- Ensure accurate timekeeping and overtime recording.
- Capturing of daily operational information and reports.

#### **General**

- Perform any additional ad hoc tasks as and when required

### **MINIMUM QUALIFICATION, EXPERIENCE AND COMPETANCIES**

- Grade 12 (NQF 4) with 2 years relevant experience
- Computer literate with a good mastering of Microsoft Word, Excel and Outlook
- Proficient in English, being bilingual will be advantageous
- Namibian citizen
- Must be willing and able to work overtime, 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: [HRWages@npi.com.na](mailto:HRWages@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.**

**CLOSING DATE FOR APPLICATIONS: 18<sup>TH</sup> OF MARCH 2024.**

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

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