



CAREER OPPORTUNITY

Bokomo Namibia (Pty) Ltd, the leading Company in the Namibian food manufacturing and food and beverage distribution industry, invites talented Career - driven individuals, to apply for the following vacancies:

Team Leader: Packaging

Reporting to the Manager: Production

Roles and Responsibilities:

- Lead, motivate, direct, manage, control and coach production team to ensure that manufacturing is on time, and to the highest quality within budget and in an efficient and effective manner.
- Manage all staff across your shift effectively; monitor activities of workers during production.
- Lead and motivate the production team to meet quality and safety standards, maximize output and reduce wastage.
- Induct, train and mentor production operatives.
- Plan the workload and structure of your team, including resources, absenteeism, recruitment and the recognition of high performance individuals.
- Ensure there is a complete commitment to continuous improvement within the team.
- Support and improve team performance by sharing knowledge and best practice.
- Develop and follow the production schedule in line with business and operational objectives.
- Perform safety checks on all equipment operated throughout the production process.
- Ensure equipment and machinery are properly maintained.
- Respond to unplanned stoppages and breakdowns and carry out basic problem solving.
- Report on any breakdowns to the Production Manager and Maintenance Manager.
- Monitor budgets, equipment inventories and produce reports.
- Conduct daily stock controls: count, record and report finished product levels.
- Ensure that the department and production line's KPI targets are met or exceeded.
- Employee is required to do stock take as and when required.
- Employee is required to perform housekeeping duties as per Health and Safety regulations.

Qualification and Experience

- Grade 12
- Qualified tradesman as a Millwright will be an advantage
- A minimum of 5 years work experience in a FMCG environment
- Result driven achiever
- Be prepared to work odd hours and overtime when required
- Be prepared to work shifts

Senior Credit Controller

Reporting to the Manager: Credit Control

Roles and Responsibilities:

- Responsible to keep records of the accounts of customers and to recover the business's debts.
- Keep record of any payments that are made and any money that is owed to the business including but not limited to verify any overdue accounts, contact the business or persons by phone or in writing so as to recover their outstanding balance, determine a payment deadline and follow up on this payment and manage debtors terms of payment.
- Responsible to carry out any routine bookkeeping duty so as to submit records of any overdue account at each month end to Manager Credit Control.
- Verify and process all price validities and account adjustments.
- Verify customer ratings at Behns and ITC
- Solve all account queries and discrepancies on a daily basis with prompt action being necessitated as and when required.
- Perform reconciliation of debtors.
- Open and maintain chain store, general debtors' accounts and terms of payments.
- Responsible for the timely and effective collection of debts and customer payment.
- Allocation and accurate processing of payments and remittances, chain store and general debtors transactions and claims.
- Identify and recover short payments.
- Identify bad debtors and make recommendation for handing over for collection of bad debts.

Qualification and Experience

- Grade 12.
- At least 5 years' experience in the field.
- Computer literate and competent in MS Office.
- SAP experience will be an added advantage.
- FMCG experience will be an added advantage.

Shift Miller

Reporting to the Manager: Milling

Roles and Responsibilities:

- Manage the millers and trainee millers with the daily production of products
- Provide theoretical and practical training to the trainee millers to pass the prescribed milling exams in order to quality as millers.
- Manufacture various maize and wheat products according to specification and quality parameters.
- Have regular meetings with the sales staff to predict and produce and deliver product according to the demand in the market.
- Employee is required to do stock take as and when required.
- Employee is required to perform housekeeping duties as per Healthy and Safety regulations.
- Employee will perform fumigation duties as and when required.
- Control wheat and maize intake and milling processes.
- Control and adhere to product quality parameters.
- Optimize people, mills, machinery and equipment.
- Maintain mills, machinery and equipment.
- Compile and execute milling and packaging shift plan.
- Supervise the activities of milling assistant, cleaners, packers etc.
- Control raw materials, product stock levels and rotation.
- Ensure that department shift goals are met.

Qualification and Experience

- National Milling Certificates as required for millers
- At least 10 years of milling experience
- Result driven achiever
- Be prepared to work odd hours and overtime when required
- Be prepared to work shifts

Lab Technician (2)

Reporting to the Trainee Manager: Quality

Roles and Responsibilities:

- Responsible for all rheological lab analysis in regards to raw material, work in progress and finished product, including but not limited to moisture, protein, fat, colour and Haugh testing.
- Responsible for quality assurance and verification of product vitamin and mineral fortification in line with product specifications.
- Responsible for the baking and cooking tests to ensure verification of product specification on wheat, maize, pasta and complete mix.
- Employee is required to do stock take as and when required.
- Employee is required to perform housekeeping duties as per Healthy and Safety regulations.
- Employee will perform fumigation duties as and when required.
- Responsible for the execution of root cause analysis and preventative measures to counteract non-conformances.
- Responsible for customer quality management including and not limited to the processing of customer complaints, returns, product improvement requests, shelf life analysis egg and baking tests.

Qualification and Experience

- Grade 12
- A Degree and or Diploma in Food Science / Food Technology or equivalent qualification will be an added advantage
- At least 5 years' experience in a Food Manufacturing / food processing and or FMCG environment.
- FMCG Certification will be an added advantage
- Good communications skills
- Computer literate

Closing date the **28 September 2018**. Please mail motivational letter, CV and certified copies of documents to HRNamibia@bokomonamibia.com.na