



V A C A N C Y

Suitably qualified and dynamic applicants are invited to apply for the following vacancies:

KEY ACCOUNT MANAGER:

X1 Windhoek

Purpose of position:

Design and implement sales plans with Sales Manager to ensure profitable sales growth and good customer relations

Key Accountabilities:

- Grow sales with Key Accounts
- Ensures product master data is in line with company policies
- Maintain positive relationship with principals and Key Accounts
- Ensure principals standards and budgets are met.
- Assist with various sales and operational functions

Qualifications & Experience and Skills:

- Grade 12
- Higher Diploma in sales and marketing, will be to your advantage
- 3 years' experience in FMCG
- Fluency in Afrikaans and English
- Computer literacy in Microsoft Office programs (Excel, Word, Outlook, PowerPoint)
- Be able to handle pressure and conflict situations
- Have good communication skills
- Have a basic understanding and working knowledge of Sales Math's
- Reliable own transport, as travelling is required
- Valid passport and police clearance certificate
- Valid Driver's License (Code 08)
- Namibian Citizenship

WAREHOUSE MANAGER:

x1 WINDHOEK

Purpose of position:

Responsible for the operational management and performance of the warehouse.

Furthermore, responsible for normal line management functions in regard to people, finances, reporting and process improvement and optimisation.

Key Accountabilities:

- Ensure Stock takes are done according to the company policy and procedure.
- Ensure cycle count is done according to management discretion.
- Ensure all SKUs are stored in the dedicated locations as per company policy and procedure.
- Always maintain picking faces.
- Maintain general Housekeeping as per company procedure.
- Ensure that physical pallets on hand correspond with the Chep account.
- Count all pallets under dispatch control daily and no variances allowed.
- Manage and control pallet movements to ensure stock count accuracy.
- Submit monthly report to line management which contains –Stock Losses, Picking Performance, Receiving Timing, and Forklift Utilization



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- The control and management of the offloading process
- The blind check process must be managed.
- Must make sure that the stock is stored in the correct locations.
- Ensure that all credits are checked according to the company policies and procedures.
- Overall operational responsibility and execution of depot administration while adhering to budget targets.

Qualifications, Experience and Skills:

- Grade 12- and three-years' experience in FMCG
- Minimum 3-year Diploma in Demand Chain Management • 5 years working experience in the Demand Chain environment
- Fluency in Afrikaans and English.
- Proficiency in an indigenous language will be a definite advantage.
- Be able to handle pressure and conflict situations.
- Have good communication skills.
- Inventory and stock management skills.
- Valid passport and police clearance certificate.
- Valid Driver's License (Code 08).

WAREHOUSE SUPERVISOR:

X1 WINDHOEK

Purpose of position:

To ensure that the off-loading of containers and trucks are done correctly and that the administration and receiving thereof is done carefully and logically.

Key Accountabilities:

- Receives keys from Warehouse Manager and unlocks roller shutters and cages as required
- Ensure that stocks are off-loaded correctly
- Receives documentation from drivers and checks for correctness and completeness
- Receives supplier claims and ensures these go to the debrief area for repacking
- Reports damaged goods not to be repacked to Manager
- Counts pallets together with driver and ensures driver signs on pallet slip
- Ensures that all pallets are registered, consolidated and collected/stored at GKN Depot
- Ensures that Security checks containers when stocks are off-loaded
- Assist management with induction and initial on-the-job training of staff
- Assist in monitoring leave, absences and time clock
- Helps ensure that all forms are correctly completed • Performs other ad hoc tasks as requested

Qualifications, Experience and skills:

- Grade 12
- 2 years working experience in checking/picking
- Excellent product knowledge
- Authoritative and problem-solving skills
- Organisation abilities
- Supervisory and interpersonal skills
- Ability to work independently
- Willing to work long hours



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Individuals meeting the above requirements should please forward their Application, clearly indicating the position being applied for to:

The Human Resources Department

cic.recruitment@cic.com.na - **When forwarding your application via email, please ensure that your information is consolidated and that your email attachments are limited to three (3).**

Please note that only short-listed candidates will be contacted and that no documentation will be returned. Applicants who are not contacted within two weeks from the closing date should consider their application unsuccessful.

As per Affirmative Action (Employment) Act, Act 29 of 1998 Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment.

CLOSING DATE FOR APPLICATIONS: 13 December 2024