

Position:	Workshop Foreman
Organizational Group:	Technical Staff / Coordinator II
Company:	Nors Namibia
Work place:	Windhoek
Main Responsibilities:	- Ensure prompt attention to all customer needs. - Provide maintenance and service guidance to Mechanics and Workshop Assistants. - Organize, plan and allocate workload on a daily basis. - Ensure that workflow is maintained. - Perform quality checks after Service and Repairs jobs. - Assist with vehicle diagnosis as needed. - Ensure service hours booked are within the service log requirements. - Ensure all work in progress is booked and processed within the most effective time. - Ensure all tools are handled, stored, serviced and maintained. - Supervise the maintenance of the workshop facilities. - Ensure all SHE (Safety/Health/Environment) policies are kept within the working area. - Provide adequate support for Parts supply issues. - Provide excellent service delivery on all fields required.
Requirements:	- Level 3 Qualification in Diesel Mechanics or Auto Electrician - Grade 12 - with a pass in English. - Minimum of 5 years hands-on experience with proven technical knowledge. - Valid driver's license (code C) and a good driving record. - Aptitude for manual work. - Good technical knowledge of the Company's products. - Responsible, autonomous, dynamic and organized. - Customer-oriented with ability to communicate with customers effectively. - Analytical approach to problem-solving with strong attention to details. - Ability to read and comprehend simple instructions, short correspondence, and memos. - High orientation in meeting goals. - Good verbal and written communication skills in English. - Must be willing to undergo a polygraph examination.
Application Deadline:	The deadline to present your application is 10 working days, starting from the disclosure of this announcement.
Contact for Application:	Please apply through our recruitment portal at www.jobopportunities.net . Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.