Job Description

Job Title: OTR Site Supervisor
Location: Rosh Pinah

The Person

The person will ideally be capable of administering the workshop and office, manage stock, liaise with the client company, appreciating their role in delivering customer service, possess common sense and initiative, and demonstrating a willingness to learn and develop their management skills and knowledge.

Qualifications & Experience

Essential:

- Grade 12 National Certificate
- A valid and appropriate light vehicle driver's license (Namibian Code B or BE)
- Good communication skills and customer service skills
- Ability to work for extended hours and physically fit
- Sound understanding of the working mechanism of the tools or the machinery they are handling
- Look after the maintenance of the equipment
- Expert written communication skills, good supervisory skills and ability to pay attention to the details
- Five years of Earthmover tyre fitting experience
- National Certificate: Tyre repair and maintenance

Preferred:

- Three years of Supervisory experience.
- Coaching and mentoring certificate.

Reports to

OTR Manager and Branch Manager

Duties

- The following is a general list of tasks that a Site Supervisor is required to perform. The Company may add to or vary these duties from time to time provided the variation is reasonable having regard to the Employee's skills, competence and training.
- Ensure all personal comply with Quality Tyres Namibia and Bridgestone's policies procedures and instructions,
- Ensure all personnel comply with client policies, procedures and instructions.
- Ensure that the contracted "scope of work" is performed to a high quality of service,
- Prioritize and direct personnel to perform tyre fitting and workshop maintenance tasks in the most efficient, safe and cost-effective manner,
- Ensure that corrective action requests from auditors are carried out.
- Perform administrative tasks such as roster management, leave records, overtime sheets and submit to Head Office as required.
- Ensure that site safety file is kept up to date.
- Ensure that all data critical to Quality Tyres Namibia providing a quality service to the client is accurately recorded and checked for errors,
- Ensure that tyre and rim data is accurately captured into the tyre management database.
- Ensure that critical electronic data is backed up.
- Ensure that all equipment and stock is accounted for by performing regular audits.

- Monitor and order stock in order to maintain the specified levels,
- Verify that all stock and equipment ordered is correctly supplied in terms of quantities and specifications,
- Ensure that a system for maintaining and calibrating equipment is maintained.
- Perform Inspections and determine if components should remain in service, be scrapped or repaired.
- Ensure tyre operating pressures are maintained and documented in accordance with site specifications.
- Ensure that hygiene standards are maintained in workshop and office facilities,
- Perform tyre fitter tasks if required, or any other duties allocated.
- Present himself in a condition fit to perform his duties.
- Perform assessments of subordinates to analyze competence / gaps in training (i.e. Planned Task Observation).

Safety

- Site Supervisors are required to:
- Ensure that all personnel are properly inducted into the workplace,
- Ensure that all personnel have valid licenses, medicals, inductions and tickets.
- Ensure that all personnel work safely and follow Occupational Health and Safety Procedures,
- Ensure that all personnel comply with site "lock out" / "tag out" procedures,
- Investigate hazards, unsafe work conditions and equipment reported and take action to eliminate or reduce the risk to acceptable levels,
- Investigate and report all incidents and injuries according to procedures,
- Assist and co-operate with the site safety representative to resolve safety issues identified.
- Ensure that all personnel use and maintain Personal Protective Equipment according to procedures,
- Ensure that all personnel perform vehicle pre-start checks according to procedures.
- Promote workplace safety by holding regular meetings and inspections in order to improve safety in the workplace and document accordingly,
- Ensure incident notices and other safety information is conveyed to all personnel,
- Perform Job Hazard Analysis and take control actions to reduce the risk of Injury or damage to equipment,
- Maintain and review Safe Work Procedures and ensure they are understood and used by all personnel,
- Comply with site emergency evacuation procedures.

Indications of Achievement

- Demonstrated ability to support new employees
- Demonstrated commitment to clients
- Demonstrated ability to work as a team member
- Maintain health, safety and housekeeping within the internal environment
- Ensures all work procedures are carried out in accordance with safety standards and safety practices
- Demonstrate an awareness of customer care.
- Demonstrate knowledge of use and care of PPE
- Achieve all fundamental unit standards
- Achieve all core unit standards
- Achieving training successfully:
    - Level 2 Tyre Fitting and Removal
    - Level 3 Supervisor Training

- Complete additional in-house training as required
- Complete additional external training as required
- Complete compulsory and additional site-specific training as required
- Red / Pit Permit
- Tyre Handler license
- Forklift license

How to Apply
If you meet the above requirements and would like to be considered for this opportunity, please submit:

- A detailed CV
- Copies of relevant qualifications and certificates
- A cover letter

Applications must be submitted via our recruitment portal at www.jobportunities.net.
Only shortlisted candidates will be contacted.

Closing Date
30 November 2026 @ 7:00 PM