



Rainbow Chicken
currently has the following Vacancy:

Admin Clerk
Rustenburg, Zuurplaat

Role Purpose:

- Responsible for capturing and recording of information and attendance records.

Required Qualifications:

- Grade 12

Required Experience:

- Minimum of 2 - 3 years' experience in a similar environment
- Working knowledge of MS Office including MS Excel (adv)

Required Knowledge and Skills:

- Ability to work independently as well as a member of a team
- Detail Oriented
- Good technical ability
- Good organizational and planning skills as well as problem-solving
- Planning and co-ordinating skills

Responsibilities

- Capturing attendance registers and overtime.
- Capturing of daily, weekly and monthly production reports.
- Planning vaccination and breeding schedule for each site.
- Maintaining vaccine cold room and distribution of vaccines to the sites.
- Ensuring effective flow of document to and from relevant administration departments.
- Managing of laundry to ensure a smooth flow between laundry and sites.

- Absenteeism, sick notes and Leave forms
- Job cards (Scheduled-from the system, Breakdowns)
- Services recording – from job cards to On-Key system
- Electricity usage and Water usage
- Scheduling of Medical examinations and Inductions

Updating trackers

- Emergency orders
- Weekly distribution of On-Key reports to all Engineering HOD'
- Additional BR trackers
- Bi-weekly distribution of On-Key job cards to all Engineering employees
- Weekly man-load forecast reporting
- Weekly Overtime weekend Bookings
- AD-HOC duties as requested by Line Manager

Closing Date: 22 August 2024

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