



Vacancy

We are rooted in our people. Join our winning team.

YARD CO-ORDINATOR

The successful incumbent will be based at Hyper Branch and report to the Branch Manager.

PRINCIPAL ACCOUNTABILITIES:

- Responsible for supervising all workers in the yard;
- Ensures that all safety regulations are adhered to (e.g. employees to wear personal protective equipment);
- Must control discipline and take disciplinary measures;
- Stock management (goods receiving process, first-in, first out, despatch);
- Assists in cycle counts and stock takings;
- Reports any irregularities or damages;
- Management of damaged stock;
- Stock control (check and report low stock levels);
- Responsible for the licensing and documentation of trucks (e.g. management of Agra delivery vehicles);
- Overseeing the forklift and forklift drivers;
- Managing service records and logistics of delivery vehicles and forklifts;
- Ensures smooth running of yard logistics;
- Ensures that all off-loading from trucks is done as quickly and safely as possible;
- Give advice and assistance to customers about products;
- Ensures that customers sign for correct quantity of products loaded;
- Warranting excellent customer service at all times;

- Responsible for the general housekeeping of the premises;
- Planning and layout of the yard and stores to optimize minimum space as well as to control smooth flow of vehicles when loading and off-loading of stock;
- Ensures that all safety measures are in place (e.g. fire hydrants, fire extinguishers, etc).

QUALIFICATIONS & ATTRIBUTES:

- Namibian citizenship;
- A Grade 12 Certificate;
- Minimum 5 years' experience as a supervisor;
- Valid driver's license;
- Proficiency in both English and Afrikaans;
- Health and safety experience.

HOW TO APPLY:

Prospective candidates should send an application letter, CV and supporting documents to:

AGRA Corporate Office, Human Resources Office

8 Bessemer Street, Southern Industrial, Windhoek

Fax: 061 290 9207

Email: humanresources@agra.com.na

CLOSING DATE:

15 February 2019

