



Website: [www.rooftechnam.com](http://www.rooftechnam.com)

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## **WE ARE HIRING**

**Rooftech Manufactures and Suppliers Co** is a world-class, proudly Namibian-owned manufacturer of IBR and Corrugated iron sheets, steel metals, roofing nails and paints. **Rooftech Manufactures and Suppliers Co** is seeking for suitable and qualified candidates for the following positions:

1. **Warehouse Branch Manager (1)** – Responsible for a vital part of the supply chain process, processes and systems in order to ensure raw materials are received and finished goods are dispatched appropriately, and that productivity targets are met.

### **Responsibilities and Duties:**

- Managing a warehouse in compliance with company's policy and vision.
- Overseeing, receiving warehousing, distribution and maintenance operations
- Manage stock control and reconcile with data storage system

### **Requirements and Skills:**

- Degree in Business or related field, with 3 years working experience.
- Expertise in warehouse management procedures and best practices.
- Leadership skills and ability manage staffs.

2. **Floor Manager (1)** – To supervise all floor activity including assisting customers, monitoring staff and managing inventory. Ensuring that all floor requirements are met.

### **Responsibilities and Duties:**

- Monitor inventory levels of all materials, tools, and equipment.
- Assist customers with any queries and request on the quotations.
- Train staff to perform allocated roles.

### **Requirements and Skills:**

- Diploma in Business or related field, with 2 years working experience.
- Advanced knowledge of flooring installation methods
- Excellent customer service skills

3. **Sales Manager (1)** – Building and leading a team of sales-personnel to help drive revenue, motivate the team to generate leads, build clients relationships, set targets to hit or exceed revenue forecasts, and ultimately meet customer needs.



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**Responsibilities and Duties:**

- Create and execute a strategic sales plan that expands our customer base and extends the company's reach.
- Meet with potential clients and grow long-lasting relationships.
- Overseeing the activities and performance of the sales team.

**Requirements and Skills:**

- Diploma in Marketing or related field, with 2 years working experience.
- Experience in planning and implementing sales strategies
- Managing and directing a sales team.

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4. **Quality Control Officer (2)** – Monitoring operations to ensure that they met production standards, recommending adjustments to the assembly or production process. Inspecting, testing or measuring materials or products being supplied.

**Responsibilities and Duties:**

- Gaining an understanding of the client's needs and requirements and communicating them the quality standards to the production teams.
- Setting the requirements for raw materials from suppliers and monitoring their compliance.
- Supervising technicians, staff members by providing guidance.

**Requirements and Skills:**

- Diploma in Chemical Science or Business-based programs
- Previous experience in production or manufacturing

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5. **Mechanical Engineer (1)** – Responsible for working on all production cycles, analyzing mechanical and thermal devices to find solutions for repairs or innovation which will help solve even more complex challenges.

**Responsibilities and Duties:**

- Designing, manufacturing, and installing components that fulfill requirements
- Produces specifications for products and chooses raw materials and components to be used in production
- Conducting experiments and evaluations to improve and innovate product

**Requirements and Skills:**



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- Bachelor's degree in Mechanical engineering
- Superior computer skills
- Ability to run simulations manner, both visually and verbally

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6. **Environmental Safety Officer Assistant (1)** – Responsible for ensuring that the organization is compliance with environmental regulations and laws and work to minimize the negative impact of factory to staff and on the environment.

**Duties and Responsibilities:**

- Developing, implementing, and maintaining environmental management system to ensure compliance with Namibian laws and regulations.
- Coordinating and collaborating with other departments and external stakeholders, such regulatory agencies, to ensure environmental regulations and laws compliance.
- Educating and training employees, contractors, and other stakeholders on environmental issues and best practice.

**Requirements and Skills:**

- Bachelor's degree in Environmental Science, or a related field.
- Strong technical knowledge of environmental laws, regulations, and best practices is required to be successful in this role.
- The ability to identify and analyze environmental issues and to develop and implement effective solutions is critical.

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7. **Accounts Assistant (1)** – Responsible for maintaining for financial records, running reports, and recording a wide range of transactions.

**Duties and Responsibilities:**

- Providing accounting and clerical assistance to the accounting department.
- Typing accurately, preparing and maintaining accounting documents and records.
- Preparing bank deposits, general ledger postings and statements.

**Requirements and Skills:**

- Grade 12 certificate, with 1 year experience in proven accounting experience, preferably as an Account Payable Clerk or Account Receivable Clerk
- Familiarity with bookkeeping, filling records and basic account procedures
- Competency in MS office, databases and accounting software



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8. **Boilermaker (2)** (*Welding and Fabrication*) – Lay out plate, sheet steel, or other heavy metal, and locate and mark bending and cutting lines, using protractors, compasses, and drawing instruments.

**Duties and Responsibilities:**

- Installing, maintaining and repairing equipment for proper functioning.
- Shaping and fabricating parts.
- Cleaning pressure vessel equipment and machinery.

**Requirements and Skills:**

- Technical and vocational education and training qualification.
  - Good mechanical aptitude.
  - Apprentice training and physical stamina.
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9. **Cahiers (4)** – to assist customers in the in-store check-out process, ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change.

**Duties and Responsibilities:**

- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments and ensure pricing is correct
- Issue change, receipts, refunds, redeem stamps

**Requirements and Skills:**

- Grade 10 certificate, or grade 12 certificate will be an advantage with 1 year experience as a cashier and basic math.
- Strong customer service skills, time management, and product knowledge.
- Interpersonal communication.

10. **Drivers (2)** – Responsible for delivering goods in an efficient, safe and timely manner, maintaining regular cleaning services for their vehicle.

**Duties and Responsibilities:**

- Delivering customer's good to their desired destinations.
- Maintaining the vehicles safe and clean.

**Requirements and Skills:**

- Proven experience as a Driver



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- A valid driver's license, code C1 and code C will be an advantage
- A clean driving record.

11. **General Worker (Factory Assistants) (7)** – Responsible for conducting various tasks to support other workers in the warehouse.

**Duties and Responsibilities:**

- Cleaning up worksites from debris and machinery
- Helping erect scaffolding and ladders.
- Handling and transporting materials.

**Requirements and Skills:**

- Ability to meet the physical demands of the job
- Familiarity with power tools and machinery is a plus
- Communication and team work skills

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12. **Cleaners (2)** – responsible for ensuring that the workplace is always clean.

**Duties and Responsibilities:**

- Cleaning, stocking and supplying designated facility areas (dusting, seeping, mopping)
- Performing and documenting routine inspection and maintenance activities

**Requirements and Skills:**

- Proven working experience as a Cleaner
- Integrity
- Knowledge of cleaning chemicals and supplies

**Duty Station:** Oshakati, Oshana Region

**Send your applications to:** [admin@rooftechnam.com](mailto:admin@rooftechnam.com)

**Due Date:** 31 August 2023 : 15H30