

JOB DESCRIPTION

Maintains production and quality by ensuring operation of machinery and mechanical equipment.

The Maintenance Supervisory position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

ROLES AND RESPONSIBILITIES

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analysing information.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed
- Supervise and coordinate activities of staff
- Conduct orientation programmes for new employees
- Administer salaries and determine leave entitlements
- Be involved in staff training and development, preparation of job descriptions, staff assessments and promotions

- Prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management
- Maintain management information systems (manual or computerised)
- Locate suitable business premises and negotiate reasonable leasing agreements as well as insurance covers
- Provide and maintain business premises and other facilities, including plant machinery and equipment
- Devising and maintaining office systems and security;
- Booking rooms and conference facilities;
- Using content management systems to maintain and update websites and internal databases;
- Managing and maintaining budgets, as well as invoicing;
- Liaising with staff in other departments and with external contacts;
- Ordering and maintaining stationery and equipment;
- Perform all other duties as assigned and required.

SKILLS AND QUALIFICATIONS

- Writing Skills
- Reporting Skills
- Supply Management
- Scheduling
- Microsoft Office Skills
- Organization
- Time Management
- Presentation Skills
- Equipment Maintenance
- Travel Logistics
- Verbal Communication

SKILLS AND QUALIFICATIONS

- Bachelor degree required
- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and MS Outlook a must
- Knowledge of operating standard office equipment
- Excellent communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Experience in food manufacturing as well as shipping and exporting

HOW TO APPLY

Qualified persons with the required skills are invited to submit their applications (most updated CV and cover letter) to hr@tensenses.com with the subject line being Personal Assistant.