



FREE RANGE IS A LIFESTYLE
NOT A LABEL



Vacancy

Job Title:

Production Clerk

Responsibilities:

Key Areas of Responsibilities:

Will include the following but not be limited to:

- Live bird receipt documentation control.
- Capturing of the live bird weights.
- Prepare the weekly chicken requirement report.
- Maintain and update the daily over production schedule.
- Collection of all Production Key Performance Indicator (KPI) information.
- Preparation of the Production Key Performance Indicator (KPI) report on a daily and monthly basis.
- Maintaining the production office filing system.
- Assisting with the day-to-day efficient operation of the Production office.

Requirements:

- Minimum Grade 12.
- One year experience in an admin or clerical environment.
- Office administration experience.
- Proficient in the Microsoft office suite especially on Excel, Word and Outlook.
- Good communication skills.

We offer a competitive salary with benefits. The appointment will be made in accordance with the Company's EE Policy.

Interested applicants should forward their CV's to: e-mail address mdpa@freerangechickens.co.za on or before **14 November 2018**. **Please clearly indicate what position you are applying for in the subject line**. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.