



### **Manager Assistant - Stormsvlei**

The successful candidate will form part of the Caledon Hatchery (Pty) Ltd (Rearing/ Laying/ Hatchery) Team.

This position is at our farm based in Stormsvlei, near Swellendam.

#### **Responsibilities:**

Key Areas of Responsibilities will include the following but not be limited to:

- Office administration
- Administrative assistance to managers and junior managers
- Assist with payroll administration to be submitted to Finance Manager
- Assist with finance administration to be submitted to Finance Manager
- Stock take administration of consumables
- Ensure all necessary daily standard operation procedures (SOP's) of the farm are adhered to
- Reporting to Quality Assurance Manager and Farm Managers, any deviation from SOP's
- Assisting Managers with training, as required

#### **Requirements and experience**

- Minimum Grade 12 Basic Education Certificate
- Good verbal and written communication skills – in Afrikaans and English
- Computer skills (Outlook, Word, Excel)
- Good planning, organizational and filing skills
- Self-starter, motivated and independent worker
- Analytical thinking and attention to detail
- Problem solving
- Strong work ethic and commitment to integrity
- Work days: Monday to Friday; 7h to 16h
- Willingness to work overtime and public holidays in cases of emergencies
- Resides in Riviersonderend or have own transportation to Stormsvlei
- Administrational experience would be an advantage

- Previous experience in a similar position will be beneficial
- A valid drivers licence is beneficial
- First Aid training would be an added advantage

This position will ultimately report to the Group Finance Manager of Caledon Hatchery

Salary and benefits will be commensurate with the position.

The position is available immediately.

CV's to be submitted to [caledonfinance@twk.co.za](mailto:caledonfinance@twk.co.za) by **19 April 2022**