



DESCRIPTION:

1. Position: SALES ASSISTANT

Areas of Responsibility: As assigned by the supervisor.

Reports To : SALES ADMINISTRATION & STATISTICS EXECUTIVE (SASE)

Specific Knowledge

Minimum of (2) two years of hands-on experience in the manufacturing industry particularly dynamic, trustworthy and detail-oriented candidate.

Due Date: 8/30/2024 12:00 AM

Main Duties

1. Proven ability to accurately measure, record, and report the weight of goods .
2. Demonstrated ability to interact professionally with clients, addressing their inquiries and providing solutions that enhance customer satisfaction.
3. Demonstrated ability to support the team including contributing to sales strategies, and achieving targets.
4. Understanding of safety protocols and regulatory requirements in product handling, with a track record of maintaining high standards.
5. Experience in generating and analyzing reports related to weight transactions and sales, providing valuable insights for management.

6. Prepare sales orders and draft and complete delivery notes and tax invoices.
7. Weigh incoming and outgoing goods/products/materials, and generate corresponding documentation.
8. Report any incidents occurring at the weighbridge.
9. Ensure compliance with OSHA standards in line with company and statutory requirements.

Minimum Requirements (Qualifications)

1. Possession of a Bachelor's Degree in Business Administration, Marketing, or relevant field.
2. Basic knowledge of weight measurement and handling procedures.
3. Experience in sales or customer service roles and ability to work under pressure. Strong communication skills with the ability to interact effectively
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5. Attention to detail and the ability to accurately record and report data.
6. Proficiency in basic computer applications, such as MS Office.

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2. Position: MECHANICAL DRAUGHTSMAN

Areas of Responsibility: As assigned by the supervisor.

Reports To: MCC MANAGER

Specific Knowledge

Minimum of (5) five years of hands-on experience in the cement industry, particularly in developing and preparing comprehensive mechanical

drawings, including assembly instructions, material lists, and design calculations and meeting project specifications and deadlines.

Due Date: 8/29/2024 12:00 AM

Main Duties

1. Create detailed mechanical drawings, schematics, and blueprints using CAD software, ensuring precision and compliance with design specifications.
2. Collaborate with engineers and designers to develop and refine mechanical designs, incorporating feedback and making necessary adjustments.
3. Prepare and maintain technical documentation, including design calculations, material lists, assembly instructions, and manufacturing details.
4. Conduct thorough quality checks on technical drawings and designs .
5. Update and modify existing drawings and designs based on project changes, feedback, or technical requirements, ensuring all revisions are accurately reflected.
6. Assist in troubleshooting and resolving design-related issues, support to engineering teams.
7. Work closely with project managers, engineers, and manufacturing teams to ensure designs are executed correctly and meet project timelines.
8. Support the development and testing of prototypes by providing detailed drawings and incorporating modifications based on testing results.
9. Ensure that all designs comply with relevant industry standards, codes, and regulations.
10. Maintain clear and effective communication with team members, stakeholders, and clients to ensure all design and drafting requirements are understood and met.

11. Compliance to HC Group Code of Business Conduct, Compliance Policies and Guidelines.

12. Ensure OSHA compliance with the company and statutory requirements

Minimum Requirements (Qualifications)

1. Possession of a Bachelor's Degree in Mechanical Engineering, or a related field.
2. Proficiency in utilizing computing tools including Microsoft Excel, Word, Outlook, etc.
3. Strong understanding of computer-aided design (CAD) software such as AutoCAD, SolidWorks, or similar tools.
4. Familiarity with industry standards, codes/practices related to mechanical drafting design.

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3. Position: PROCESS ENGINEER

Areas of Responsibility

Reports To: KILNS MANAGER

Specific Knowledge

Minimum of (5) five years of hands-on experience in the cement industry, particularly in the kiln and raw mills operations. This includes familiarity with quality control and safety protocols.

Due Date: 8/29/2024 12:00 AM

Main Duties

1. Prepare daily production calculations and generate cement silo control reports for the mills.
2. Report on alarms and non-functioning equipment daily, raising work requests to ensure maintenance addresses these issues promptly.
3. Ensure proper housekeeping and safe working practices are maintained throughout .
4. Oversee the efficient use of manpower, machines, and process controls for optimization.
5. Collaborate with the mills manager in managing the annual departmental operating budget.
6. Ensure adherence to Standard Operating Procedures by maintaining process parameters.
7. Provide coaching to operators, reviewing production figures to ensure internal targets are met.
8. Monitor processes, track production, and prepare daily production reports.
9. During planned mill stoppages, ensure all tasks are completed on time and executed properly.
10. Manage and supervise operators, offering technical support for daily production activities.
11. Coordinate with the maintenance department for machine maintenance, including attending planning meetings and submitting work requests for necessary repairs.
12. Compliance to HC Group Code of Business Conduct, Compliance Polices and Guidelines

Minimum Requirements (Qualifications)

- Possession of a Bachelor's Degree in Chemical and Process Engineering, or a related field, ERB registration is an added advantage.
- Proficiency in utilizing computing tools including Microsoft Excel, Word, Outlook, etc.
- Strong understanding of process design, optimization, and control, with proficiency in relevant software (e.g., AutoCAD, MATLAB), process check and audit.
- Proficiency in analytical and communication skills.

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