

# Career Opportunities at Agriturf Namibia

Agriturf Namibia are Leading *Specialists in agricultural irrigation, solar systems and turn-key projects. Irrigation designs and products of a world class standard, to assist with agriculture and residential growth.*

**Suitably qualified and highly motivated candidates are invited to apply for the following position:**

## **Stock controller (Windhoek)**

**Agriturf Namibia is looking for an Administrator: Windhoek.**

Reporting directly to Management

**The successful applicants will be responsible for the following:**

### **KEY RESPONSIBILITIES:**

- Manage all Office, Shop and Warehouse Administration functions.
- Buyer and stock purchasing of all products.
- Stock controller - maintain companies' stock inventories to meet business requirements. Maintain purchase and pricing reports, replenish stock levels, and oversee shipments and internal stock transfers.
- Procurement functions.
- Processing of Purchase orders, Quotations, Invoices, Credit Notes etc.
- Facilitate and organize all logistics functions within the Windhoek Branch.
- Relationship Building with Retail clients.
- Assist in the Shop and or Warehouse when needed.
- Any other responsibilities as required by Management.

### **ABILITIES REQUIREMENTS:**

- At least 3 years' knowledge and experience in the Agricultural & Irrigation market.
- Be able to recognize and identify new Product ranges.
- Analytical Thinking, Integrity and can work independently.
- Can work under pressure with problem solving skills.
- Building Partnership & Trust.
- Business Acumen and decision-making skills.
- Sales Ability/Persuasiveness.
- Managing Conflict and Excellent Communication & Interpersonal Skills.
- Good computer and administration Skills
- Well experienced in IQ SaaS Business Software and Telephone Switchboard.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Administration diploma or equivalent qualification.
- Must have experience and knowledge in Irrigation and Agriculture products.
- Minimum of five (5) years Administration Experience.
- IQ SaaS Business Software experience will be an advantage.
- Must have at least 3 years' experience in Bookkeeping and Microsoft office.
- Fluent in Afrikaans and English.

Agriturf offers a market related remuneration package as well as a fast and challenging working environment. Successful candidates will be notified by 12 April 2022.

**Closing date for applications: 11 April 2022.**

Applications accompanied by a detailed CV (which includes a career outline to date) as well as supporting documents should be emailed to Agathe Dagutat at [agathe@agriturf.com.na](mailto:agathe@agriturf.com.na)

