

Name:
Title: Deputy Inventory Manager (Consumables & Spare parts)

Qualifications: Degree in accounting/procurement/ supply management
Experience: 5 years plus
<p>Responsibilities:</p> <ul style="list-style-type: none"> • To approve GRPOs, Invoices and Issue Slips in the SAP System. • To ensure that all Store Keepers adhere to the Stock Management policies and procedures and best practices. • To Track all records of delivery and stock level. • To ensure compliance and improve on the inventory control procedures. • To supervise and oversee all the stores activities in Consumables, Zinc, Furnace oil and Spare parts Stores • To ensure that stocks are tallying in SAP, physical and stock cards • To organize for daily stock verification sheets to be reconciled with the system. • To ensure that all the stock in Consumable stores is arranged in order. • To prepare all reports required by management. • To reconcile production material stock as and when it is required. • To reconcile stock cards and physical stock with the system. • To arrange for daily/monthly/quarterly/annual stocktaking and verification exercises. • Ensure that ISO requirement is achieved in stores • Ensure that all store meets all requirements of its customers • Participate in stores' interviews when called upon. • To represent management as a witness in stores related cases that may arise. • Perform any other duties as may be assigned Management. • Analyzing quality and damaged inventories before storage. • Investigate and correct discrepancies in reported quantities and locations of all inventories in relation to the company policies. • Maintain minimum stock levels for each store (i.e., electrical, mechanical and consumables). • Ensure good store management practices i.e., FIFO. • Ensure proper management of stock inventories within the storage warehouses before they are issued. • Perform any other duties as may be assigned Management. <p>Authority:</p> <ul style="list-style-type: none"> • Reports to the Materials Manager <p>Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)</p> <ul style="list-style-type: none"> • Production Manager, • Stores In charges, Store Keepers, Stock Controller • Accountants <p>Safety:</p> <ul style="list-style-type: none"> • Ensure cleanliness in and around the workplace. • Facilitate security of company staff and property. • Promote health and safety at the workplace. • Encourage teamwork for the purpose of a smooth and prosperous management • Help create a culture and atmosphere of hard work and high personal integrity.

- Safeguard the company's systems and Terms and Conditions of employment.

Job Description

STIL/JD/32

Name:

Title: Assistant Quality Assurance Manager

Qualifications: *Bachelors of Engineering (Metallurgy)*

Experience: *10 years +*

Responsibilities:

- Monitor the quality standards for industrial processes, materials, and products;
- Manage quality control program
- Develop and initiate standards and methods for inspection, testing, and evaluation, utilizing knowledge in engineering fields such as chemical, electrical, or mechanical.
- Liaise with Statutory bodies, Government agencies in line company objectives
- Establish program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities.
- Lead ISO audits, Supervise ISO team, liaise with lead auditors for ISO certification, monitor Non-Conformances and ensure compliances by taking corrective steps as required
- Develop and implement methods and procedures for disposition of discrepant material and devises methods to assess cost and responsibility.
- Direct any staff engaged in measuring and testing product and tabulating data concerning materials, product, or process quality and reliability.
- Compile and write training material and conducts training sessions on quality control activities.
- May specialize in areas of quality control engineering, such as design, incoming material, process control, product evaluation, product reliability, inventory control, metrology, automated testing, software, research and development, and administrative application.
- Study and analyze work orders, production schedules, and other records and reports, in order to determine production requirements and to evaluate current production estimates and outputs.
- Set up and adjust machines and equipment.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Inspect materials, products, and or equipment to detect defects or malfunctions.
- Maintain operations data such as time, production, and cost records, and prepare daily & monthly production reports.
- Observe work, and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards in line with ISO requirements
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency.
- Determine standards, production goals and rates, based on company policies, equipment and labor availability, considering workloads.
- Determine proper storage methods, identification, and stock location based on turnover and physical capabilities of facilities.
- Ensure to Keep records on the use and/or damage of stock or stock handling equipment
- Dispose of damaged or defective items after authorization, or return them to vendors.
- Take up any other task of a coordinating nature as may be instructed.

Authority:

1. Report to the Quality Assurance Manager.
2. Technical support from the Production Manager

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. Production Supervisors
2. Technicians
3. Sales & Marketing Manager
4. Maintenance Technician
5. Artisans and Trade Trainees

Safety:

- Ensure cleanliness in and around the workplace.
- Facilitate security of company staff and property.

- Promote health and safety at the workplace.
- Encourage teamwork for the purpose of a smooth and prosperous management
- Help create a culture and atmosphere of hard work and high personal integrity.
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JOB DESCRIPTION

STIL/JD/61

Name:

Title: TAX Assistant

Qualifications: Degree in accounts

Experience: 2 years plus

Responsibilities:

- Maintain required level of technical knowledge in tax and other statutory issues.
- Prepares and files corporate, income tax, and other statutory obligations like NSSF, LST etc and documents all the paper work with the help of Accounts Clerk. Present all tax computation to the Head of Accounts for review and follows up for approval by all relevant managerial Staff.
- Prepares schedules for various Book values and tax differences (permanent and temporary differences).
- Prepares tax provision schedules by reviewing, preparing, and consolidating provision schedules.
- Maintain STIL tax preparation system and tax filing deadlines.
- Recommends tax strategies by researching state and local taxation issues.
- Maintains legislative materials by reviewing, interpreting, and implementing new or revised laws.
- Maintains compliance with regulations by forwarding required information to URA and local authorities, and provides an information source in the tax area within STIL.
- Revises procedures by developing and streamlining procedures and worksheets for calculation of tax provisions.
- Identifies the importance of tax information; calculates key ratios; identifying areas of tax savings.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed
- Other tax projects as they arise.
- Work with the Internal and External Auditors
- Must wear PPE and adhere to all safety rules
- To understand, Implement and maintain all ISO systems in the company.
- Perform any other duties as they may be assigned

Authority:

1. Reports to the Finance Manager

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. HOD's and GM
2. Head of Accounts
3. Deputy Head of Accounts
4. Department staff

Safety, Environmental & Health responsibilities and Ethics:

- Ensure cleanliness in and around the workplace.
- Enforce PPE usage by employees in the plant at all times.
- Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.
- Assist management to identify resources required to improve EHS in the company.
- Ensure good housekeeping in the plant i.e., immediate cleaning of coolants and oil spillages, emptying of waste bins, shift of scrap from respective workplace.
- Ensure proper use of waste bins and their availability at the designated respective locations in the plant
- Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations
- Help casualties get immediate medical attention and also work closely with HR and systems coordinator during accidents/incident investigations
- Facilitate security of company staff and property.
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STIL/JD/54

Name: Title: Accounts Asst.
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Qualifications: Degree in accounts

Experience: <i>1+ year</i>

Responsibilities:

- Sales Reporting, Analysis, and Process Flow Management.
- Assist manage the monthly financial close process for sales based on plans created with the support of the Finance Manager and the Head and Deputy Head of Accounts, including overseeing adherence to a monthly close calendar to ensure that financial statements are complete, accurate and timely.
- Perform Account balance reconciliation on a monthly basis and create credit Notes as may be required from time to time.
- Manage and closely supervise credit limits for all credit customers, and advice the Finance Manager which debts are due for collection, and what progress has been made to collect such debts. Including but not limited to follow up collection of debts (by Generating Dunning Letters from SAP) with the help of the Debt collector.
- Closely supervise Pricing of products and any changes in Prices, by ensuring that all price changes are documented and authorized, by responsible persons.
- Coordinate the activities of sales and Finance Department
- Identify and highlight significant and / or material accounting issues to the Finance Manager and the Head and Deputy Head of Accounts, as soon as possible.
- Oversee and contribute to the preparation of all sales related information for financial statements (P&Ls, Statement of Financial Position, and Statement of Cash Flows) and all other reports required by Financial Manager and the Head and Deputy Head Accounts.
- Work with Finance Manager and the Head and Deputy Head of Accounts, to determine better processes for sales reconciliations.
- Contribute to the development and enhancement of sales control policies and procedures to minimize losses due to misappropriation.
- Work with the Internal and External Auditors, in issues regarding Sales Accounting.
- Perform any other duty which may be assigned.

Authority:

1. Reports to the Finance Manager

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. HOD's and GM

Safety:

- Ensure cleanliness in and around the workplace.
- Facilitate security of company staff and property.
- Promote health and safety at the workplace.
- Encourage teamwork for the purpose of a smooth and prosperous management
- Help create a culture and atmosphere of hard work and high personal integrity.
- Safeguard the company's systems and Terms and Conditions of employment.

IMS Commitment.

Fulfil compliance obligation to international standards for Quality, Environment, and Occupational Health & Safety as established by STIL in its Integrated Management System Frame work. Safeguard the company's systems and Terms and Conditions of employment.

Job Description **STIL/JD/38**

Name:
Title: Sales Support Executive

Qualifications: Degree in marketing and other related course
Experience: 2 years plus
Primary Responsibilities:

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices by use of price list, credit or contract terms and delivery dates.
- Visit potential customers for new business by initiating market research studies and analyzing their findings.
- Provide customers with quotations, brochures

Secondary Responsibilities

- Negotiate the terms of a sales agreement and close sale with the customer through details of contracts and payments, and prepare sales contracts and order forms.
- Gather market and customer information and provide feedback on buying trends to the Business development manager
- Represent Steel and Tube Industries at trade exhibitions, events and demonstrations
- Identify new markets and business opportunities that can be exploited by Steel and Tube industries Limited.
- Record sales and send copies to the Business Development Manager by writing and submitting periodic reports to the Business Development Manager.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Recommend products to customers, based on customers' needs and interests.
- Negotiate with retail merchants to improve product exposure such as shelf positioning and advertising.
- Obtain credit information about prospective customers. Keep accurate & relevant client information.
- To understand, Implement and maintain all ISO systems in the company.
- Perform any other duties as they may be assigned

Authority:

1. Reports to Sales Head.

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. Regional Sales Manager, Marketing manager
2. Customers

Health, Safety and Environmental responsibilities and Ethics:

- Ensure cleanliness in and around the workplace.
- Enforce PPE usage by employees in the plant at all times.
- Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.
- Assist management to identify resources required to improve EHS in the company.
- Ensure good housekeeping in the plant i.e., immediate cleaning of coolants and oil spillages, emptying of waste bins, shift of scrap from respective workplace.
- Ensure proper use of waste bins and their availability at the designated respective locations in the plant
- Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations
- Help casualties get immediate medical attention and also work closely with HR and systems coordinator during accidents/incident investigations
- Facilitate security of company staff and property.
- Promote health and safety at the workplace.
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Job Description

STIL/JD/22

Name:
Title: OUTLET IN CHARGE

Qualifications: Degree in marketing/accounting or related field
Experience: <i>2 years plus</i>
Responsibilities: <ul style="list-style-type: none">• Answer customers' questions about products, prices, availability, product uses, and credit terms.• Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.• Estimate or quote prices, credit or contract terms and delivery dates.

- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Negotiate details of contracts and payments, and prepare sales contracts and order forms.
- Provide customers with product samples and brochures.
- Recommend products to customers, based on customers' needs and interests.
- Check stock levels and reorder merchandise as necessary.
- Consult with clients after sales or contract signings in order to resolve problems and to provide ongoing support.
- Negotiate with retail merchants to improve product exposure such as shelf positioning and advertising.
- Obtain credit information about prospective customers. Keep accurate & relevant client information.
- Perform administrative duties, such as preparing sales budgets and keeping sales records.
- Write and submit periodic reports to the Finance Manager.
- Initiate market research studies and analyze their findings.
- Manage receivables and credit control in line with the company policies and trading terms.
- Responsible for accurate invoicing procedures, materials or goods.
- Manage the delivery of company products in order to ensure that availability is maximized in line with product strategies and the needs of the market.
- Establish close working relationships with the stockiest in order to gain high levels of stockiest support and loyalty whilst enhancing understanding of the trading environment.
- Offer after-sales services to and advise to clients.

Authority:

1. Reports to the Finance Manager.
2. Supervises storekeepers, cashier, Marketers and general labour for on/off loading

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. Heads of Departments
2. Regional Sales Manager
3. Customers, Suppliers, Landlord and town/city council officials

Safety and Ethics:

- Ensure cleanliness in and around the workplace.
- Facilitate security of company staff and property.
- Promote health and safety at the workplace.
- Encourage teamwork for the purpose of a smooth and prosperous management
- Help create a culture and atmosphere of hard work and high personal integrity.
- Safeguard the company's systems and Terms and Conditions of employment.

Qualifications: Degree in accounts /business administration. ACCA is added advantage

Experience: 2 years plus

Primary Responsibilities:

- Issue receipts, refunds, credits, or change due to customers.
- Resolve customer complaints.
- Greet customers entering establishment
- Answer customers' questions, and provide information on procedures or policies.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, etc.
- Calculate total receipts during a time period, and reconcile this with total sales.
- Compute and record totals of transactions.
- Keep periodic balance of amounts and numbers of transactions.

Secondary responsibilities

- Maintain clean and orderly checkout areas.
- Request information or assistance from marketers, sales staff, accountants or managers.
- Compile and maintain non-monetary reports and records.
- Provide a check on invoices raised to ensure they are supported with cheques.
- To understand, Implement and maintain all ISO systems in the company.
- Perform any other duties as they may be assigned

Authority:

1. Reports to the Finance Manager

Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers)

1. Liaises with Senior Accountant
2. Liaises with sales executives and the accountant
3. Liaises with administration manager

Safety, Environmental & Safety responsibilities and Ethics:

- Ensure cleanliness in and around the workplace.
- Enforce PPE usage by employees in the plant at all times.
- Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.
- Assist management to identify resources required to improve EHS in the company.
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Job Description

Name:
Title: Banking Assistant
Qualifications: Bachelor of Accounting/Finance
Experience: <i>1 year plus</i>
Responsibilities: <ul style="list-style-type: none">• Handling of Straight to bank payments /Transfers (uploading of payments) i.e., EFT's, RTGS and other bills.• Depositing of cheques & RTGS to various banks and making follow-ups on them.• Management of documents i.e., Receiving, sorting, scanning and sending them to specified destinations.• Picking and delivering sensitive documents on behalf of the company.• Picking and delivering sensitive documents on behalf of the company.
Authority: <ol style="list-style-type: none">1. Reports to the Administration manager
Interfaces: (titles of people you deal with, e.g., from other departments, sections, customers) <ol style="list-style-type: none">1. Logistics manager2. Production manager3. Dispatch manager
Safety, Environmental & Safety responsibilities and Ethics: <ul style="list-style-type: none">• Ensure cleanliness in and around the workplace.• Enforce PPE usage by employees in the plant at all times.• Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.• Assist management to identify resources required to improve EHS in the company.• Ensure good housekeeping in the plant i.e., immediate cleaning of coolants and oil spillages, emptying of waste bins, shift of scrap from respective workplace.• Ensure proper use of waste bins and their availability at the designated respective locations in the plant• Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations• Help casualties get immediate medical attention and also work closely with HR and systems coordinator during accidents/incident investigations• Facilitate security of company staff and property.• Promote health and safety at the workplace.• Encourage teamwork for the purpose of a smooth and prosperous management• Help create a culture and atmosphere of hard work and high personal integrity.• Safeguard the company's systems and Terms and Conditions of employment.
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Name:
Title: ISO OFFICER

Qualifications: Bachelor's degree and certification in required field
Experience: 3 years plus
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Creation and maintain ace of all documentation (manuals, procedures, work instructions, checklists, reference documents). • Filing documents both in soft and hard copy. • Monitoring, implementation and continual improvement of the management systems requirements on shop floor plus ensuring record keeping in all departments. • Coordination of ISO activities like audits, walkabouts, schedules, meetings, external product testing. • Capacity building through trainings through continual in-house training to all sections for ISO implementation (QMS, OHAS and EMS). • Conduct internal auditing of the systems to ensure compliance <p>Authority:</p> <ol style="list-style-type: none"> 1. Reports to the Quality Assurance Manager <p>Interfaces: (titles of people you deal with, e.g., H.O.D, H.O.S)</p> <ol style="list-style-type: none"> 1. Heads of department 2. Supervisors 3. All employees <p>Environmental Safety and Ethics</p> <ul style="list-style-type: none"> • Ensure cleanliness in and around the workplace. • Facilitate security of company staff and property. • Promote health and safety at the workplace. • Encourage teamwork for the purpose of a smooth and prosperous management. • Help create a culture and atmosphere of hard work and high personal integrity. • Safeguard the company's systems and Terms and Conditions of employment. <p>IMS Commitment. <u>Fulfill compliance obligation to international standards for Quality, Environment, and Occupational Health & Safety as established by STIL in its Integrated Management System Frame work.</u></p>

Name:

Title: Training Officer.

- Plan the details of training courses, set up program and coordinate with functional managers to produce training materials for in-house courses
- Discuss and analyses staff training needs with functional managers and HR Team.
- Develop training plans to meet the Company requirement and staff upskilling need.
- Conduct employee induction for the new hire through which new employees learn and adapt to the norms and expectations of the Company to quickly reach maximum productivity
Identify the costs involved and keep to budget.
- Track and report on training outcomes and provide feedback to program participants and Supervisor.
- Be responsible for tracking, recording the training and maintenance of the training records for all the company employees.
- Establish and maintain relationships with external training providers.
- Coordinate and manage both in-house and offsite trainings.
- Based on the annual training plan, prepare Training Procurement Requisitions for the respective training needs and follow through to implementation.
- Market training opportunities to employees in an engaging and compelling way that provides all necessary information and entices participation.
- Establish and maintain the training resource database.
- Maintain the training library and make recommendations regarding the purchase of relevant material.
- Be responsible for supervising overall activities during the training, assessing the training effectiveness and preparing the training report on a monthly basis.
- Be responsible for the issuance and management of training certificates.
- Perform any other duties as assigned by the line manager.

Authority:

1. Reports to the people culture manager.

Interfaces: (titles of people you deal with, e.g., from other departments, sections,)

1. All heads of Departments
2. Supervisors, In charges, Auditors
3. External Trainers

Safety:

- Ensure cleanliness in and around the workplace.
- Facilitate security of company staff and property.
- Promote health and safety at the workplace.
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JOB DESCRIPTION

Name:	
Title:	Cost & Management Accountant

Reports to	Head Unit/Manager Monitoring & Cost Control.
People who report to this role	None
Also interfaces with	HODs, Production In- charges, Store Keepers
Main Responsibilities	

- Set up systems and processes for the costing function, this includes the full range of Cost Accounting activities.
- Prepare and provide analysis of cost variance.
- Work closely with Supply Chain to provide them with support relating to cost related matters.
- Forecast and budgeting for Product Controllers.
- Conduct Rotational Inventory Audit (physical stock count)
- Ensure internal compliance by assisting the company with physical inventory counts and cycle counts.
- Participate in the preparation of the annual plant operating budget including standard product cost development, budgeted variances, cost center budgeting, headcount requirements, volume analysis and raw material pricing analysis.
- Participates in the coordination & preparation of plants' operating forecasts.
- Analyze manufacturing costs and prepare regular reports comparing standard costs to actual production costs.
- Maintaining standard costs of raw materials, packaging, machines and finished products.
- Prepare and advise on Prices of New Products and price revisions.
- Carryout Variance analysis
- Establish costs of business processes such as administration, labor, shipping, etc.
- Develop and maintain accurate costing systems in relation to labor, production methods and material supply.
- Prepare and complete internal Audit costs.
- Inventory Management, making adjustment to Unit costs and inventory units where necessary.
- Fixed assets management continuously updating the Fixed asset register.

Desired experience and qualifications for manufacturing cost accountant includes:
 Bachelor's Degree in Accounting, Business, or a Related Field
 Professional qualification of ACCA or CPA (Level 3) is a must
 Minimum of three 3 years of accounting experience in a manufacturing environment, product costing
 Hands-on experience with SAP software will be an added advantage

- Safety, Environmental & Health responsibilities and Ethics:**
- Ensure cleanliness in and around the workplace.
 - Enforce PPE usage by employees in the plant at all times.

- Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.
- Assist management to identify resources required to improve EHS in the company.
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