

Name:
Title: Store keeper (Finished Goods)

Qualifications: : Degree in stores /procurement
Experience: 2 years plus
Responsibilities: <ul style="list-style-type: none"> • Receive materials from production by properly confirming all materials received and tallying the results with the records in production/quality book. In addition, he/she is responsible for transferring material from production area to store. • Issue goods up on approved requisitions, invoice note and delivery notes. • Housekeeping in the store. • Take part in stocktaking or verification exercise as per schedule of management or stores. • Keeping store in order (arranging items in orderly way the store.) and labeling of stock for easy identification. • Manage and supervise manpower in stores • Train staff on handling and identification of materials in the store and to report any serious case to dispatch in charge and inventory in charge. • Control of Damage of materials in the store. • Ensure that the stocks are tallying at all times. • Perform any other duties deemed necessary by management • Must wear PPE and adhere to all safety rules
Authority: <ol style="list-style-type: none"> 1. Reports to the Inventory Manager
Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers) <ol style="list-style-type: none"> 1. Plant Manager 2. Inventory In charge 3. Dispatch Co-ordinator 4. Sales and marketing executives.
Safety, Environmental & Health responsibilities and Ethics: <ul style="list-style-type: none"> • Ensure cleanliness around your work area. • 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 oil and diesel spillages, emptying of waste bins. • 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 • Promote health and safety at the workplace. • Help create a culture and atmosphere of hard work and high personal integrity. • Safeguard the company's systems and Terms and Conditions of employment.

Rev. No. 00	Revision Date	Written by Process Owner	Checked by HR	Confirmed by MR	Approved by GM
Issue Date 01/03/2015	00				

Name:
Title: Import Officer

Qualifications: Relevant degree in Imports, Logistics
Experience: 5-7 Years
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Manage the entire procurement process of the organization • Ensure no storage & no demurrage on import shipments • Closely liaise with Forwarders, Clearing Agents and Port authorities for smooth delivery of shipment to plant • Develop and implement strategies for cost savings and efficiency improvements • Import document verification, confirmation & correct HSCode declaration by agent • Ensure timely delivery of goods and services to meet production needs • Liaise with Finance department for Advance Payments based on priorities and update suppliers • Monitor the import cycle very closely from order confirmation to shipment to vessel monitoring to loading at Mombasa and delivery to Kampala • Ensure original documents are submitted to shipping lines / agents in time to avoid any kind of delay • Liaise with Inventory stores / consumables stores for priority deliveries from Mombasa • Ensure compliance with all applicable laws, regulations, and policies • Establish and maintain relationships with key supplier • Effective team management for optimum output • Ensure safe work procedures and environmental guidelines complied with, for zero penalties from respective authorities • Prepare various MIS reports and monitor KPIs for optimum performance • <p>Authority:</p> <ul style="list-style-type: none"> • Reports to the Operations Manager <p>Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)</p> <ol style="list-style-type: none"> 1 Cross functional departments (Admin, Sales, Finance, PPIC, Stores) 2. Peers, direct reporting team members (operations & maintenance). <p>Safety, Environmental & Health responsibilities and Ethics:</p> <ul style="list-style-type: none"> • Ensure cleanliness in and around the workplace • Ensure security of cargo, 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>Requirements:</p> <ul style="list-style-type: none"> • In depth understanding of Import process and customs clearance procedure • Ability to communicate in clear and understandable manner • Ability to handle team

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Name:
Title: Senior Accountant

Qualifications: Degree in Accounts, ACCA, CPA or Masters

Experience: 6 years plus

Primary Responsibilities:

- Collate all accounting data ready for posting.
- Daily posting of purchase, bills payable, petty cash payments and bankings.
- Follow standard accounting procedures and company guidelines at all times and in all cases.
- Review source documents for accuracy, completeness, correctness and consistency.
- Do weekly reconciliations of all bank accounts provided.
- Make monthly bank reconciliation statements.

Secondary Responsibilities

- Reconcile creditors' accounts and expense accounts and submit them to finance manager.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Maintain tables of accounts codes and assign entries to proper accounts.
- Assist in developing, maintaining, and analyzing budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare forms and manuals for accounting and bookkeeping subordinates, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Advise the finance manager about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Assist in internal and external auditing services for businesses and individuals.
- Advise staff in areas such as design of accounting and data processing systems, and long-range tax and company plans.
- Investigate complex financial transactions and prepare reports summarizing the findings.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
- 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. Trade debtor and creditors
2. Administration manager

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.
- Encourage teamwork for the purpose of a smooth and prosperous management
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Name:	
Title:	Sales Officers

Qualifications: Degree in marketing and other related course					
Experience: 2 years plus					
Primary 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 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					
<ul style="list-style-type: none"> • 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. • Establish close working relationships with the stockists in order to gain high levels of stockist support and loyalty whilst enhancing understanding of the trading environment. • 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:					
<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: Asst. Manager Logistics

Qualifications: Degree in economics/accounting/commerce; and diploma in procurement, (CIPS) is added advantage
Experience: 7 years plus
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Develop and implement technical plans, schedules and responsibility for all logistics. • Direct availability and allocation of materials, supplies, and finished products. • Direct team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources. • Plan, organize, and execute logistics support activities such as maintenance planning, repair analysis, and test equipment recommendations. • Redesign the movement of goods in order to maximize value and minimize costs. <p>Secondary Responsibilities</p> <ul style="list-style-type: none"> • Make periodic reports on project plans, progress, and results. • Prepare purchase orders and send copies to suppliers and to departments originating requests. • Determine if inventory quantities are sufficient for needs, ordering more materials when necessary. • Contact suppliers in order to expedite deliveries, resolve shortages and other problems. • Review requisition orders in so as to verify accuracy, terminology, and specifications. • Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications. • Compare suppliers' bills with proforma invoices and purchase orders in order to verify accuracy. • Approve logistical bills for payment within authorized limits. • Maintain knowledge of all organizational and governmental rules affecting purchases. • Monitor contractor performance, recommending contract modifications when necessary. • Prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting. • Manage subcontractor activities, reviewing proposals and developing performance specifications. • Protect and control proprietary materials. • Review logistics performance with managers against targets, benchmarks and service agreements. • 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 <p>Authority:</p> <ol style="list-style-type: none"> 1. Reports to the Operations Manager <p>Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)</p> <ol style="list-style-type: none"> 1. Clearing agents 2. Suppliers and security firms 3. Customers 4. Shop managers, dispatch supervisor, marketing manager, sales manager <p>Health, Safety and Environmental responsibilities and Ethics:</p> <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: Digital Manager

Qualifications: Degree in software Eng. / IT/Office computing / BSc computer Science
Experience: 5 years plus
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Should create a comprehensive strategy for integrating digital technologies (automation) into production operations • Ensuring seamless integration of new digital systems with other operational technologies • Align digital initiatives with overall business goals, such as improving production efficiency, reducing costs, and increasing competitiveness • Should Implement data collection and analysis tools like sensors, IoT devices, and ERP systems to gather real-time information on machinery and operations • Ensure seamless integration of various digital tools, systems, and platforms to avoid data silos and maintain an efficient workflow • Manage regular risk assessments and implement security monitoring tools • Drive energy efficiency initiatives using digital tools to monitor and control resource consumption (energy, water, raw materials). • Use digital technologies to reduce waste and optimize the entire production cycle for sustainability goals • Ensure that employees at all levels are trained to use digital tools and platforms effectively • Stay updated on the latest trends and emerging technologies, such as AI-driven process optimization, additive manufacturing (3D printing), and digital twins. • Continuously evaluate and implement innovative technologies to improve production processes and customer satisfaction • Assisting the IT in the overall maintenance and repair of the organisation’s network • Configuring network drivers. • Troubleshooting network connection issues on various equipment and computers • 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 <p>Authority: 1. Reports to the Chief Finance Officer</p> <p>Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)</p> <ul style="list-style-type: none"> • All heads of departments • All company <p>Health, Safety and Environmental responsibilities and Ethics:</p> <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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