

Name:	
Title:	Sales Executive

Qualifications: Degree in marketing and other related course
Experience: 2 years plus
<p>Primary Responsibilities:</p> <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 <p>Secondary Responsibilities</p> <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 <p>Authority:</p> <ol style="list-style-type: none"> 1. Reports to Business Development Manager. <p>Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)</p> <ol style="list-style-type: none"> 1. Regional Sales Manager, Marketing manager 2. Customers <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.

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

Job Description

STIL/JD/32

Name:
Title: Quality Assurance Manager

Qualifications: <i>Bachelors of Engineering (Metallurgy)</i>
Experience: 5 years +
<p>Responsibilities:</p> <ul style="list-style-type: none"> • 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. • Devise sampling procedures and designs and develop forms and instructions for recording, evaluating, and reporting quality and reliability data. • Establish program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities. • 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. • Calculate labor and equipment requirements; and production specifications, using agreed productivity ratios. • 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. • 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. • Verify inventory computations by comparing them to physical counts of stock, and investigate

discrepancies or adjust errors.

- To ensure store items are orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- To ensure that all stock items are marked using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- 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 off damaged or defective items after authorization, or return them to vendors.
- To ensure prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Advise retail customers or internal users on the appropriateness of parts, supplies, materials products.
- Make prompt purchase requisitions for new or additional stock, or prepare documents that provide for such purchases.
- Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
- Take up any other task of a coordinating nature as may be instructed.
- To provide technical support to sales and marketing staff and customers

Authority:

1. Report to the General 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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Name:

Title: Logistics Manager

Qualifications: Degree in economics/accounting/commerce; and diploma in procurement, (CIPS) is added advantage**Experience:** 7 years plus**Primary Responsibilities:**

- 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.

Secondary Responsibilities

- 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

Authority:

1. Reports to the Business Development Manager

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

1. Clearing agents
2. Suppliers and security firms
3. Customers
4. Shop managers, dispatch supervisor, marketing manager, sales 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.
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Job Description

STIL/JD/08

Name:
Title: Senior Accountant

Qualifications: Degree in Accounts, ACCA, CPA or Masters
Experience: 6 years plus
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • 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. <p>Secondary Responsibilities</p> <ul style="list-style-type: none"> • 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 <p>Authority:</p> <ol style="list-style-type: none"> 1. Reports to the Finance Manager <p>Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)</p> <ol style="list-style-type: none"> 1. Trade debtor and creditors 2. Administration 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.

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