

**Qualifications:** Diploma in accounts

**Experience:** 2+ years

**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.
- 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.

**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

**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.**

**Fulfill 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/10

<b>Name:</b>
<b>Title: CASHIER</b>

**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.
- 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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CLEARING OFFICER

STIL/JD/63

Job Description

STIL/JD/38

<b>Name:</b>
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**Title:: SALES EXECUTIVE**

**Qualifications:** Degree in marketing/accounting and other related course

**Experience:** 2+ years

**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
- 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 General Manager Commercial 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.
- Manage the delivery of company products in order to ensure that availability is maximised in line with product strategies and the needs of the market.
- 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.
- Review your own sales performance
- Works as brand ambassador.

**Authority:**

1. Reports General Manager Commercial.

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

1. Regional Sales Manager, Marketing manager
2. Customers

**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.
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**CLEARING OFFICER STIL/JD/63**

**Qualifications:** Diploma in Clearing & Forwarding from a reputable institution, ASYCUDA certified

**Experience:** 2+ years

**Responsibilities:**

- Supervision of clearing imports and exports
- Supervision of processing entries in customs
- Supervision of customs Bond Warehouse
- Managing manual and automated registers
- Reconciliation of released Goods from customs
- Reconciliation of Exports at boarder station
- Coordinating with all staff at URA in the day to day operations
- Coordinating with other authorities at Export Promotion Council
- Perform any other duties as assigned.

**Authority:**

1. Reports to the Logistics 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

**Safety and Ethics:**

- Ensure cleanliness in and around your 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.

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**Job Description**

STIL/JD/68

Name:

Title: **QUALITY CONTROLLER****Qualifications:** *Bachelors Degree in science technology/chemistry ,Industrial chemistry or any other relevant Degree***Experience:** *2 years plus***Responsibilities:**

- Check product dimensions as well as calibration and inspection of finished products i.e. ensure clear logs.
- Manage to check quality of all products both imported and locally produced.
- Generate machine wise inspection report on a daily basis.
- Generate daily non-conformance reports.
- Carry out raw material, process and product inspection.
- Understand and application of QMS 9001 System.
- Generate daily goods inspection reports.
- Maintain daily scrap record, rejection and production reports.
- Ensure that the raw materials, process and finished goods conform to set standards.
- Perform chemical and physical analysis of raw materials before production
- Inspect works of the Workshop i.e. diagrammatical analysis and interpretation of workshop structures
- Must wear PPE and adhere to all safety rules

**Authority:**

1. Report to the Quality Assurance Manager.

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

1. Production Supervisors
2. Technicians
3. Sales & Marketing Manager

**Environmental & Safety responsibilities and Ethics:**

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

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Name:

Title: **STORES KEEPER****Qualifications:** Degree in stores /procurement**Experience:** 2+ years**Responsibilities:**

- 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 his 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:**

1. Reports to the Logistics Manager

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

1. Plant Manager
2. Inventory In charge
3. Dispatch Co-ordinator
4. Sales and marketing executives.

**Environmental & Safety responsibilities and Ethics:**

- Ensure cleanliness around your work area.
- 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.
- Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations.
- Facilitate security of company staff and property.
- 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.

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Job Description

STIL/JD/106

**Name:**

**TITLE:: MECHANICAL TECHNICIAN**

**Qualifications:** Diploma in Mechanical Engineering

**Experience:** 1+ year

**Responsibilities:**

- Grinding cutters for nail machine
- Lubricating of the machines
- Maintenance works on the machine
- Requesting for spare parts and repair faulty machines.
- Cleaning the cutters from nail machines.
- Trouble shooting for mechanical faults on faulty machines
- Reporting to the supervisor about faulty machines, repairs done and spares used.
- Any other duties that may be assigned.
- Must wear PPE and adhere to all safety rules

**Authority:**

1. Reports to the Production Manager

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

1. Machine operators
2. Machine foremen
3. Technicians and Artisans

**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.

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Job Description

<b>Name:</b>
<b>TITLE: HEALTH &amp; SAFETY OFFICER</b>

<b>Qualifications:</b> Bachelor’s degree and certification in required field
<b>Experience:</b> 3 years plus
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Maintaining &amp; implementing ISO systems on daily basis</li> <li>• ISO Training &amp; Housekeeping to be done on ground daily basis</li> <li>• Ensure Zero Customer/Quality complaint &amp; 100% Traceability of products &amp; maintain all records as per ISO</li> <li>• Ensure zero external complaint related to QMS, EMS, OHSAS</li> <li>• Capacity building through trainings through continual in-house training to all sections for ISO implementation (QMS, OHAS and EMS).</li> <li>• Ensure Zero Accidents</li> <li>• Perform any other duty assigned</li> </ul> <p><b>Authority:</b></p> <ol style="list-style-type: none"> <li>1. Reports to the QAM/HRM</li> </ol> <p><b>Interfaces:</b> (titles of people you deal with, e.g., H.O.D, H.O.S)</p> <ol style="list-style-type: none"> <li>1. Heads of department</li> <li>2. Supervisors</li> <li>3. All employees</li> </ol> <p><b>Environmental Safety and Ethics</b></p> <ul style="list-style-type: none"> <li>• Ensure cleanliness in and around the workplace.</li> <li>• Facilitate security of company staff and property.</li> <li>• Promote health and safety at the workplace.</li> <li>• Encourage teamwork for the purpose of a smooth and prosperous management.</li> <li>• Help create a culture and atmosphere of hard work and high personal integrity.</li> <li>• Safeguard the company’s systems and Terms and Conditions of employment.</li> </ul> <p>IMS Commitment.  <u><i>Fulfill compliance obligation to international standards for Quality, Environment, and Occupational Health &amp; Safety as established by STIL in its Integrated Management System Frame work.</i></u></p>

**Job Description: Costing & MIS Executive**  
**Department**



Finance / Accounts / Operations

## **Reports To**

GM Finance and FC

## **Job Summary**

The Costing & MIS Executive is responsible for preparing accurate cost sheets, analyzing cost variances, and generating Management Information System (MIS) reports to support management decision-making. The role involves coordination with production, procurement, and finance teams to ensure cost control and data accuracy.

## **Key Responsibilities – Costing**

- Prepare product-wise, process-wise, or project-wise cost sheets
- Analyze material, labor, overhead, and conversion costs
- Monitor actual costs vs budgeted/standard costs and identify variances
- Assist in cost reduction and profitability improvement initiatives
- Support pricing decisions, quotations, and tenders
- Coordinate with production and purchase teams for accurate cost data

## **Key Responsibilities – MIS**

- Prepare daily, weekly, and monthly MIS reports
- Generate reports on cost, sales, production, inventory, and profitability
- Analyze trends, deviations, and performance indicators
- Ensure accuracy and timely submission of reports
- Improve and automate MIS reporting formats as required
- Any other work as and when required by management including accounting, banking etc.

## **Key Skills & Competencies**

- Strong analytical and numerical skills
- Excellent knowledge of MS Excel (Pivot Tables, VLOOKUP/XLOOKUP, formulas), MS Office, Power BI, Analytical tools.
- Understanding of costing methods, analytical skills for MIS
- Good communication and coordination skills

### **Qualifications & Experience**

- Bachelor's/Master's degree in Commerce, Accounting, Finance, or Management
- CPA/CIMA/CMA preferred
- 5-10+ years of experience in Costing/MIS roles
- Experience with ERP systems (SAP, Oracle, Tally)

### **Key Performance Indicators (KPIs)**

- Accuracy and timeliness of cost sheets and MIS reports
- Effectiveness of variance analysis
- Data integrity and reporting quality
- Contribution to cost optimization initiatives

\*\*Do not apply if you don't have good Excel skills, there will be practical interview as well.