

Name:
Title:: ASSISTANTSAP MANAGER
Qualifications: Degree in software Eng. / IT/Office computing / BSc computer Science
Experience: 3 + years
Primary Responsibilities: • Issuing and introducing the SAP system to the new entrants • Assign SAP users with rights and review the rights where necessary • SAP system configuration • SAP support • Use hand holding • Make system Backup on company data base • Ensure smooth system functioning every day • Effective system performance • Develop system reports • Monitor the system activity and use in accordance to company laws • Adapt to new changes in the system • Work together with IT to respond to IT queries • Training new entrants on how to use the SAP system • Renewal of company licenses • To understand, Implement and maintain all ISO system in the company • Perform any other duties as they may be assigned STIL Management. Authority: 1. Reports to the Finance Manager Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers) 1. All heads of departments 2. Technicians 3. Store keepers 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 • 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. <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>