



COORDINATOR: QUALITY ASSURANCE – FEEDMASTER WINDHOEK

An excellent career opportunity exists for interested and qualified candidates to apply for the above-mentioned position at Feedmaster (Pty) Ltd, Windhoek.

PRIMARY PURPOSE OF THE POSITION

Performs the necessary laboratory tests to determine raw material and feed quality verification standards. Assisting the Technical Nutritionist with quality actions in the laboratory environment and managing the reporting of external Laboratory results received.

KEY FUNCTIONS AND RESPONSIBILITIES

- Conducts required tests on raw materials, in-line products, and end-products using quality tests as per laid down procedures and standards
- Keeps clear, complete reports on all test results, as per laid down standards.
- Reports on any deviations detected and sends out Daily Quality Reports.
- Prepares internal/external samples.
- Conforms to quality requirements and systems.
- Conducts R&D as required.
- Ensure that laboratory sheets are always correct.
- Implement feed safety monitoring.
- Conducts daily housekeeping in the laboratory and ensures that the apparatus is cleaned and functioning according to required standards.
- Maintains laboratory equipment in running order by performing basic maintenance and instrument calibration. Takes charge of NIR calibration and validation. Ensures that laboratory supplies and inventory are optimal and ordered in time.
- Managing laboratory stock control.
- Mastering and giving technical support on laboratory apparatus.
- Managing laboratory personnel.
- Provides on-the-job training to assistants, maintains discipline, and good HR practices.
- Ensure good levels of productivity and ensure adherence to ISO, HACCP, and Health and Safety requirements.
- Performing internal audits as required.
- Handling supplier complaints as necessary.

MINIMUM REQUIREMENTS FOR THIS POSITION

- B.SC. Degree (NQF7) in Agricultural Science or Chemistry background in ISO, HACCP, and Food Safety. At least three (3) years' experience in a Chemical Laboratory.
- OR
- Relevant Diploma (NQF5) with 3 years practical Food and Quality Control experience. Experience or background of ISO, HACCP and Food Safety.
- Grading Certificate (maize, grain) will be an added advantage
- Proficient in written and spoken English
- Namibian Citizenship / eligible for Namibian Citizenship
- Computer literacy with working knowledge in Microsoft Excel, Word, PowerPoint and Share Point
- Own transportation

Feedmaster is an equal opportunity employer. Previously Disadvantaged Namibians (PDN) and women are encouraged to apply. The Company offers in return; a competitive salary and a range of employee benefits which are market related

CV'S WITH FULL DETAILS CAN BE FORWARDED TO:

E-mail: hr2@namibmills.com.na (not larger than 2MB)

SUBJECT LINE FOR APPLICATIONS SHOULD BE: **FMTL300425 – COORDINATOR: QUALITY ASSURANCE**
(ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED)

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS

CLOSING DATE FOR APPLICATIONS: 14 May 2025

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