



ZAMBEZI STEEL

Job Description & Key Performance Indicators

Position: Personal Assistant to the Directors

1. **Goods Receiving & Entering into Palladium (Imports & Local Purchases)**
 - a. Receive GRN's from Warehouse Manager
 - i. Compile Individual File (Import Only)
 - ii. Copy All Documents and Give Copies back to Driver (Import Only)
 - iii. Populate Excel Costing (Import Only)
 - b. Once all Documents are Verified as being received enter in Palladium
 - c. Report on Company Sales Group all Goods received once completed.
 - d. Report in writing to the Directors any price variance exceeding 5%
 - e. Report and Hand all invoices to Accounts Department for Payments
2. **Perpetual Stock Takes**
 - a. Choose 15 Items Daily (90 Line Items Per Week)
 - b. Count individually with Warehouse Manager
 - c. Verify against Stock in the Palladium System
 - d. Report in writing to the Directors of any discrepancies
3. **Processing**
 - a. Open and File every processing Instruction in individual Files
 - b. Verify production against Theoretical Values
 - i. Report discrepancies in writing to the Directors
 - c. Enter converted values into Palladium.
 - d. Report on Company Sales Group all Processing once completed.
4. **Fuel Tracking all Company Vehicles**
 - a. Take Picture of Vehicle Odometer
 - b. Estimate Fuel Required and Complete Order
 - c. Send/Escort Driver to Fuel Depot/Station
 - d. Enter Fuel Values and Estimate Mileage based on previous filling
 - e. Enter into Tracking System against individual Vehicle
 - f. Provide Directors with a weekly report in writing on Fuel Usage and any variances against previous mileage/kilometers driven
5. **Bookings McBride's Camp**
 - a. Respond to all Emails/Calls requesting bookings at McBride's Camp
 - b. Check with Camp on availability and verify
 - c. Inform clients of availability and verify
 - d. Ensure Payments are done in line with availability and booking
 - e. Liaise with Clients and update them about news/requirements
6. **Logistics and Purchasing McBride's Camp**
 - a. Liaise weekly with Camp and get the procurement needs
 - b. Purchase all goods/foods required
 - c. Ensure weekly delivery of goods
7. **Tardiness and Timekeeping**
 - a. Daily Downloads of clocking system
 - b. Inform Directors in writing of
 - i. Absenteeism
 - ii. Late Arrivals
 - iii. Early Departures
8. **Directors Admin/Errands/Paperwork/Filing etc**
9. **Any other tasks requested by Directors**

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admin@zambezi-roofing.com

Note the above is not in any particular order and should not be taken as a schedule of Priorities.

Applications are to be sent to ZRSLimited@gmail.com

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