



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Administrative Clerk (Mining Production)

Location: Husab Mine

Reports to the Load and Haul Superintendent

MAIN PURPOSE OF JOB

To support the Mining production team in the delivery of a professional administration service by coordinating all production related activities, managing the filing of production documents, data entry into SAP and occasionally placing orders with the Procurement department. In addition, to keep detailed and accurate records of all mining personnel attendances and distribute production related goods, safety PPE and consumables.

Key Performance Areas:

- Reviews, verifies and files documents received that are related to Production.
- Files and organizes all productions documentation on a regular basis and ensure validity of data.
- Assist with office time, time sheets and attendance registers.
- Pay slip sorting and distribution and resolving payroll issues with Remuneration Department.
- Assis with overtime and shift claims for the Mining Production teams and send to the Remuneration department for processing.
- Maintains production office stationary and consumable stock level.
- Places reservations and purchase requisitions to the Procurement department through SAP.
- Scheduling medical bookings for annual check –ups for the Mining Production teams.
- Fulfills change house duties as and when required to serve both shift workers and contractors.
- Carry out all other administration duties as requested from Mine Overseers and Superintendent for production.
- Establish and maintain sound working relationships with co-workers and team members.
- Adhere to all laid down Safety, Health, Radiation and Environmental standards, practices and procedures.

Requirements and experience:

- Grade 12 with 20 points in 5 subjects and a minimum E symbol in English.
- Microsoft Office Certificate.
- Database experience would be beneficial.
- At least 2 years clerical experience in the Mining environment.
- Typing experience.
- SAP experience will be an added advantage.
- Strong administration skills.
- Planning and organizing experience.
- Valid Code B/BE driver's license.

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to psujobs.min@cgnpc.com.cn by **30 May 2018**.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.