
WE ARE HIRING

Outnet Marketing Limited, an indigenous Zambians Company, seeking motivated and suitably qualified applicants to fill the following positions:

1. Maintenance Technician (1)

Duties and responsibilities:

- Create standard operating procedure for all of the machines under your care.
- Document each maintenance and repair session in the daily maintenance log book (Service Records)
- Ensure compliance with OSHA standards for employee safety and wellbeing
- Offer assistance to operations in running machines at standard speeds and centerline conditions so as to enhance productivity and efficiency
- Perform quality improvement, cost reduction and productivity analysis
- Developing and implementing mechanical maintenance plans to prevent costly equipment breakdowns.
- Troubleshooting mechanical malfunctions and breakdowns, as well as performing repairs.
- Monitoring the availability of parts and planning replenishment.
- Training co-workers on the safe and efficient use of mechanical equipment.
- Maintaining a tidy work environment and adhering to industry regulations.
- Carefully read equipment manuals and interpret them to understand how to operate and maintain the equipment properly.
- Keep abreast with continuous training and education on technical maintenance practices.
- Prepare monthly equipment maintenance reports.

Qualification requirements include:

- Diploma in mechanical engineering
- A minimum of two years' experience as a mechanical technician in a Manufacturing industry preferably tissue manufacturing industry.

- Extensive knowledge of mechanical engineering designs, installations, maintenance, and repairs.
- Proficiency in mechanical design and diagnostic testing software.
- Exceptional analytical, critical thinking and problem-solving abilities.
- Excellent communication and collaboration skills.
- Great organizational and time management abilities.
- Willingness to perform mechanical maintenance and repairs outside of business hours.
- Paid up member of EIZ
- Able to supervise others.

2. Production Officer (1)

Duties and Responsibilities

- ❖ To know and document detailed product specifications for each product line
- ❖ To know and document monthly production targets for each product line
- ❖ To plan and organize the production work plan
- ❖ To ensure the implementation and control of the production work plan
- ❖ To monitor the production processes and adjust production work plan as needed
- ❖ To ensure production targets are met by the production team
- ❖ To set product quality standards and put in place systems to ensure quality is monitored and controlled
- ❖ To prepare and generate daily, weekly and monthly production output reports for production activities
- ❖ To determine and manage the level of human resources in order to achieve production targets
- ❖ To supervise, inspire and motivate all staff in your line of duty
- ❖ To schedule mothers' day and leave days for the staff
- ❖ To be responsible for all items issued to production for consumption in the production process
- ❖ To enforce healthy and safety procedures on the production floor
- ❖ Draft and stick safety operating procedures on each machinery
- ❖ To open a quality, personal accident and breakdown register

- ❖ Plan and enforce regular repairs and routine maintenance plans for all production machinery including compressor and generator
- ❖ Shall ensure the production work space is kept clean at all time
- ❖ To encourage an atmosphere of teamwork among staff
- ❖ To be an effective team player
- ❖ Shall undertake any other duties has directed by senior management

Required Qualifications, Skills and Attributes

- ❖ Diploma in Production Management
- ❖ Advanced Certificate in Mechanical/electrical engineering.
- ❖ Member of the Engineering Institute of Zambia
- ❖ Clean valid driver's license
- ❖ Grade 12 certificate
- ❖ 2 years work experience as Production Officer in Manufacturing industry
- ❖ Health and Safety knowledge recommended
- ❖ First Aid knowledge and experience recommended
- ❖ Training in use of fire extinguishers recommended
- ❖ Ability to create and establish efficiencies in production
- ❖ Ability to develop quality systems in order to improve production
- ❖ Ability to implement set targets
- ❖ Ability to teach, supervise and delegate
- ❖ Diligent, self motivated and innovative
- ❖ To exhibit high levels of integrity

Interested persons should send their applications which must include: A cover letter, Recent Curriculum Vitae, Certificates, and NRC via email: jacob.mumba@outnet.co.zm or to the following address before 20th January, 2022. The subject of the email must be the job title one is applying for.

**The Human Resources Officer
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