

Purpose of the position:

The incumbent will be responsible for all process related to grain handling as well as administrative support.

Key responsibilities:

- Managing the intake and dispatch processes of grain, including the grading of grain.
- Supporting the Silo Manager with the following functions:
 - administration;
 - fumigation;
 - food safety;
 - personnel matters;
 - risk management;
 - customer satisfaction; and
 - maintenance of property, vehicles and grounds.

Qualifications and skills:

- Grade 12 certificate
- Candidates who are in possession of grading certificates for maize, sunflower seeds and wheat, and have completed the complete fumigation course, will be given preference.
- A valid driver's license.
- Detail-oriented.
- Responsible and reliable.
- Good communication skills.



Applications can only be made through NWK's intranet. For any enquiries, contact Anita Labuschagne on (018) 633 1363/1043 or recruitment@nwk.co.za. Visit our Facebook page at www.facebook.com/NWKLimited.

The closing date for applications is **27 September 2026**. If you are not invited for an interview within two weeks after the closing date, consider the application unsuccessful. NWK supports the purpose of the Employment Equity Act and gives preference to applicants from the nominated groups. Candidates with disabilities are encouraged to apply. NWK reserves the right not to fill the position.



Doel van die pos:

Die posbeker sal verantwoordelik wees vir alle prosesse wat verband hou met graanhantering asook administratiewe ondersteuning.

Verantwoordelike:

- Bestuur inname- en versendingsprosesse van graan wat die gradering van graan insluit.
- Bied ondersteuning aan die silobestuurder ten opsigte van die volgende funksies:
 - administrasie;
 - beroking;
 - voedselveiligheid;
 - personeelaangeleenthede;
 - risikobestuur;
 - klantetevredenheid; en
 - instandhouding van eiendom, voertuie en terrein.

Kwalifikasies en vaardighede:

- Gr. 12-sertifikaat
- Kandidaat wat in besit is van graderingsertifikate vir mielies, sonneblomsaad en koring, en die volledige berokingskursus voltooi het, sal voorkeur geniet.
- 'n Geldige rybewys.
- Detail georiënteerd.
- Verantwoordelik en betroubaar.
- Goeie kommunikasievaardighede.



Aansoek kan **alleenlik** gedoen word deur NWK se intranet. Vir enige navrae, kontak Anita Labuschagne by (018) 633 1363/1043 of recruitment@nwk.co.za. Besoek ons Facebook-blad by www.facebook.com/NWKLimited.

Die sluitingsdatum vir aansoeke is **27 September 2026**. Indien jy nie binne twee weke na die sluitingsdatum vir 'n onderhoud genooi word nie, ag die aansoek onsuksesvol. NWK ondersteun die oogmerk van die Wet op Gelyke Indiensneming en gee voorkeur aan aansoekers uit die benoemde groepe. Kandidaat met gestremdhede word aangemoedig om aansoek te doen. NWK behou die reg voor om die pos nie te vul nie.