



DIVISION MANAGER

MECHANISATION OTTOSDAL | FULL-TIME, ON-SITE

Purpose of the position:

- The incumbent is responsible for the effective management of the Mechanisation outlet and/or business unit in order to ensure profitability, efficiency and employee productivity. The candidate will report directly to the Operational Manager.

Duties and responsibilities will include, but are not limited to the following:

- *Financial management of business unit which will include the management and control of all aspects of the budget and assets, including the following:*
 - Ensuring all divisions (equipment, spares and tyres) attain the profit margins as per their objectives.
 - Continually monitoring finances on a daily/weekly basis to achieve financial objectives.
 - Examining all accounts, operating controls, and composite figures to initiate improvement or corrective action where required.
- *Stock control by taking full responsibility of all aspects regarding stock and to make sure best practices, procedures, and systems are used and maintained correctly by the employees involved. The duties will include:*
 - Monitoring and controlling availability of equipment and parts in line with customer demand and projected sales.
 - Improving stock turnover ratios, optimal stock holding value, and increasing sales to meet set objectives.
 - Maintaining and, where possible, increasing market penetration to meet set objectives.
 - Ensuring all customer invoices have been prepared and submitted and all administrative processes and procedures are being adhered to.
- *Management of personnel according to NWK policies, guidelines, and procedures as well as ensuring that NWK's values are embodied within and beyond the work environment. These responsibilities will include:*
 - Maximising profits.
 - Enhancing the quality of customer service with the end goal of attracting and retaining clients.
 - Monitoring the state of facilities, focussing on technical skills, lowering ownership costs and improving marketing methods.
 - Ensuring high standards of quality and workmanship.
 - Carrying out monthly examination of management accounts.
 - Controlling and overseeing ongoing work in order to manage the debtor's book.
 - Operating the staff performance appraisal system and ensuring action is taken on results.
 - Reviewing all division activities and reporting systems.
 - Ensuring that adequate health and safety measures are being followed.
 - Instigating research into customer satisfaction and establishing requirements for improvement.

Requirements and qualifications

- A grade 12 certificate.
- At least (5) five years' relevant experience in a mechanisation environment which includes exposure to workshop activities.
- Thorough knowledge of agricultural equipment.
- Preference will be given to individuals with field specific qualifications.
- Knowledge of the New Holland product range will count towards recommendation.
- Fully bilingual in Afrikaans and English.
- Valid driver's licence.

Skills

- Strong negotiation and communication skills.
- The ability to build and expand strong business relationships with clients and networking with them.
- Good reliance and trustworthiness.
- Leadership and people management skills.
- Effective time management.
- Efficient problem-solving skills.

Applications can only be made through NWK's Website. For any enquiries, contact Simóne Ferreira 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 **25 April 2025**. 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.





AFDELINGSBESTUURDER

MEGANISASIE OTTOSDAL | VOLTYDS, OP TERREIN

Doel van die posisie:

- Die posbekleër sal verantwoordelik wees vir die doeltreffende bestuur van die Meganisasie-eenheid ten einde winsgewendheid, doeltreffendheid en produktiwiteit te verseker. Die kandidaat sal direk aan die operasionele bestuurder rapporteer.

Pligte en verantwoordelikhede sluit in, maar is nie beperk nie tot:

- Finansiële bestuur van die sake-eenheid, wat die bestuur en kontrole van alle aspekte van die begroting en bates insluit. Dit behels die volgende:*
 - Toesien dat alle afdelings (toerusting, onderdele en bande) winsgrense volgens doelwitte bereik.
 - Deurlopende monitering van finansies op 'n daaglikse/weeklikse basis ten einde finansiële doelwitte te bereik.
 - Ondersoek alle rekeninge, bedryfskontroles en saamgestelde syfers om verbetering of regstellende aksie van stapel te stuur, soos nodig.
- Voorraadbeheer deur volle verantwoordelikheid van alle verwante aspekte te aanvaar en toe te sien dat beste praktyke, metodes en stelsels gebruik en reg gehandhaaf word deur die betrokke werknemers. Hierdie pligte sluit in:*
 - Monitering en beheer beskikbaarheid van toerusting en onderdele in ooreenstemming met klantevraag en verwagte verkope.
 - Verbetering van voorraadomsetverhoudings, optimale voorraadhou vermoë en verhoogte verkope om gestelde doelwitte te bereik.
 - Die behou en uitbreiding, waar moontlik, van markpenetrasie om gestelde doelwitte te bereik.
 - Toesien dat alle klantefakture voorberei en ingedien is en dat daar aan alle administratiewe prosedures voldoen word.
- Bestuur van personeel ingevolge NWK se beleid, riglyne en prosedures. Die posbekleër moet voorts toesien dat NWK se waardes binne en buite die werksomgewing gehandhaaf word. Hierdie verantwoordelikhede sluit in:*
 - Behaling van maksimum winste.
 - Verbetering van die gehalte van klantediens met die einddoel om klante te lok en te behou.
 - Monitering van die toestand van fasiliteite, fokus op tegniese vaardighede, verlaging van eienaarskapkoste en verbetering van bemarkingsmetodes.
 - Verseker hoë standaarde van kwaliteit en vakmanskap.
 - Maandelikse ondersoek van bestuursrekeninge.
 - Oorsig oor aanhoudende werk ten einde die debiteureboek te bestuur.
 - Bedryf die personeelprestasiesisteen en sien toe dat aksie geskoei op resultate geneem word.
 - Hersiening van alle afdelingsaktiwiteite en aanmeldingsisteme.
 - Sien toe dat die nodige gesondheid- en veiligheidsstandaarde gehandhaaf word.
 - Vors klantetevredenheid na en stel vereistes vas vir verbetering.

Vereistes en/of kwalifikasies

- 'n Matrieksertifikaat.
- Ten minste vyf (5) jaar se relevante ervaring in 'n meganisasie-omgewing wat blootstelling aan werkswinkelaktiwiteite insluit.
- Deeglike kennis van landboukundige toerusting.
- Voorkeur sal verleen word aan individue met veldtoepaslike kwalifikasies.
- Kennis van die New Holland-produkreeks sal as aanbeveling dien.
- Ten volle tweetalig in Afrikaans en Engels.
- 'n Geldige rybewys.

Vaardighede

- Sterk onderhandelings- en kommunikasievaardighede.
- Die vermoë om sterk sakeverhoudinge met klante te vestig en uit te brei.
- Betroubaarheid.
- Goeie leierskap- en bestuursvaardighede.
- Doeltreffende tydsbestuur.
- Doeltreffende probleemoplossingsvaardighede.

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

Die sluitingsdatum vir aansoeke is **25 April 2025**. Indien u 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. Kandidate met gestremdhede word aangemoedig om aansoek te doen. NWK behou die reg voor om die pos nie te vul nie.

