



# INTERNAL VACANCY

<b>JOB TITLE</b>	:	<b>Production Administrator</b>
<b>DEPARTMENT</b>	:	Manufacturing / Operations Department
<b>PURPOSE OF POSITION</b>	:	To provide administrative and logistical support to the production team through coordination of schedules, maintaining inventory and production records, compiling reports, facilitating efficient communication between departments to ensure optimal manufacturing performance.
<b>WORKING HOURS</b>	:	✓ Weekdays 8:00–17:00; Office-based inside the factory with required inspections
<b>MINIMUM SKILLS AND KNOWLEDGE REQUIRED</b>	:	✓ Diploma or Degree in Business Administration, Production Management, or related field ✓ 1–3 years administrative experience in manufacturing/production environment ✓ Proficiency in MS Office, ERP systems, production software ✓ Knowledge of OEE, production processes, inventory control, safety regulations ✓ Strong organisational and communication skills.
<b>BEHAVIOURAL DIMENSIONS</b>	:	✓ Ability to work under pressure without supervision ✓ Attention to detail and ability to multitask ✓ Collaboration and interpersonal skills ✓ Proactive communication
<b>BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS</b>	:	✓ <b>Production Administration:</b> Reconciling all production runs ✓ <b>Inventory Management:</b> Liaise with raw materials team to ensure effective and efficient transfer of raw materials ✓ <b>Consumables Management:</b> Prepare and maintain monthly consumable consumption reports and performance metrics ✓ <b>Training:</b> Assist with the training of new hires on company policies, procedures and safety protocols ✓ <b>Cross-Functional Communication:</b> Relay production schedule updates and issues to supervisors and managers ✓ <b>Two-Way Radios:</b> Control, maintenance and repairs of two-way radio's
<b>CONTACT PERSON</b>	:	Jeanette De Kock
<b>DEADLINE FOR APPLICATIONS</b>	:	<b>20-03-2026</b>
<b>TO APPLY</b>	:	Should you meet the requirements for this position, please apply by submitting your application to the <b>HR Post box</b>   Apply online at Chill Bev's career portal.  1) Clearly stipulate the position you are applying for in the subject line " <b>Production Administrator</b> " 2) Motivational letter (why you are suitable for the position) 3) Detailed, updated CV 4) Attach highest qualification

**Important to note:**

\*Please consider your application as unsuccessful if you have not been contacted within 2 weeks.

\*\*By applying for the position, the applicant gives permission to the Company to scrutinise and process personal information shared.