



## VACANCY

### **Workshop Manager Company Introduction**

Alu-Max Namibia, renowned for its premium aluminium products, invites skilled professionals to join our dynamic team. Operating since 2006, we take pride in delivering cutting-edge architectural solutions tailored to our clients' needs.

### **Role Purpose**

The Workshop Manager will lead and manage all workshop operations, ensuring the efficient and timely production of aluminium products. The role involves overseeing the workshop team, maintaining equipment, and upholding the company's commitment to quality and safety.

### **Key Responsibilities**

- Plan and coordinate daily workshop activities to meet production targets.
- Supervise and mentor workshop staff, fostering a culture of teamwork and excellence.
- Ensure all products meet quality standards and client specifications.
- Monitor and maintain workshop equipment, scheduling repairs and servicing as needed.
- Implement and enforce health and safety protocols in the workshop.
- Manage inventory levels and ensure the availability of materials for production.
- Liaise with the Site Manager and other stakeholders to ensure seamless project execution.
- Maintain accurate records of production schedules, equipment maintenance, and staff performance.
- Identify and implement process improvements to enhance efficiency.

### **Minimum Requirements**

- At least 5 years of experience in managing a workshop or production facility.
- Strong technical knowledge of aluminium fabrication processes.
- Proven leadership and team management skills.
- Familiarity with safety and quality standards in a manufacturing environment.
- Proficiency in inventory management and production planning tools.
- Valid Code C1 driver's license.

### **Additional Requirements**

- Namibian citizenship or permanent residence permit.
- Strong problem-solving and decision-making abilities.

Applications for the position will only be accepted via the recruitment portal [www.jobopportunities.net](http://www.jobopportunities.net). Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.

**Closing date: 3 February 2025**