

WE<sup>are</sup>... ONS<sup>is</sup>...



## GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions.

By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The organization would like to appoint a suitable, qualified person in the following position:

### **FUNCTION CO-ORDINATOR (NAMPO PARK- Bothaville)**

Duties of the incumbent will include, but is not limited to:

#### **Marketing of Nampo Park facilities:**

- Develop Marketing strategy
- Identify and contact value chain role players and potential clients
- Marketing for Functions at Nampo Park.

#### **Manage renting out of Nampo Park Facilities:**

- Identify and advise on client needs
- Contact and negotiations with service providers
- Prepare client quotations
- Co-ordinate and confirm arrangements with clients, service providers and personnel
- Co-ordinate activities, prior, during and after functions, including tidying up and stock control after functions.

#### **Co-ordinate catering for the Nampo Harvest Day week:**

- Manage catering for the NAMPO Harvest Day
- Obtain and consolidate stock for each service station
- Stock control purchases based on quotes
- Preparation of facilities for the Nampo Harvest Day
- Setting prices of menus.

#### **Catering:**

- Stock control
- Preparation of all meals
- Co-ordinate with external caterers in case of big functions.

#### **Stock control and management:**

- Assess and manage all stock levels on Nampo Park on an ongoing basis.

#### **Management of personnel:**

- Co-ordinate the recruitment of temporary personnel
- Manage permanent and temporary personnel.

#### **Budget Management:**

- Income- and expense management
- Manage admin related quotes, invoices, orders and liaise with finance regarding completion of transactions

#### **Ad-hoc tasks**

- Intra- and Inter departmental support during peak times

**Various other duties are included and is available on request.**

**Minimum Requirements for the post:**

- Senior Certificate (Grade 12). A hospitality related qualification will be a strong recommendation
- 5 Years' relevant experience
- Computer literate in MS Word, Excell and Microsoft Outlook on intermediate level
- Good communication skills and able to work independantly
- Managerial/Supervisory skills
- Valid Code 8 Drivers licence or higher
- Own transport
- Must be willing and able to work overtime, including weekends.

**Remuneration:** The organization will offer a competitive salary which can be structured to include a bonus savings plan, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and two recent written references as well as certified copies of ID and qualifications not later than close of business on 31 October 2024 for attention: Lizzy Mosehla, Human Resources Assistant: [lizzy@grainsa.co.za](mailto:lizzy@grainsa.co.za). Kindly clearly indicate in your subject heading which position you are applying for. Applications without the required documentation will not be considered.

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**