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Manufacturers of Flexible Packaging Materials
(P.P. Wooven Bags, Polythene Bags, Laminated Films and BOPP Films)

JOB ADVERT, 20TH TO 27TH SEPTEMBER 2022

LOOKING FOR A CAREER, REPUTATION AND SUCCESS? THEN JOIN LUUKA PLASTICS LIMITED

Luuka Plastics Ltd. is the Leading Manufacturer of high quality flexible packaging materials and plastic products in East Africa.

We are currently looking for competent candidates to fill the following positions that exist in our group;

1. JOB TITLE: SALES EXECUTIVE, REF: LPL/SE/20/09/2022

REPORTING TO THE SALES MANAGER, THE SUCCESSFUL CANDIDATE WILL;

1. Market and sell all company products and ensure to achieve the organizational sales targets accordingly
2. Participate in developing business plans, sales and marketing strategies to retain existing customers, attract new customers and achieve the company's sales targets and profits
3. Participate in conducting frequent market surveys to understand customer's needs, competitors' analysis, price analysis, develop new products, identify sales opportunities and attain a bigger market share.
4. Participate in all sales and marketing promotional activities like; exhibitions, trade fairs, trade shows, advertisements and media campaigns geared towards increasing the market share.
5. Maintain rapport with key accounts by making periodic visits, explore specific needs and anticipate new opportunities.
6. Ensure full visibility, distribution and accessibility of all company products in all shops accordingly.
7. Coordinate sales orders with all customers and promptly advise on delivery.
8. Follow up on customer balances as per credit days and advise on invoices due for clearance.
9. Provide daily and monthly market intelligence reports and sales performance reports in line with the applicable reporting systems accordingly.
10. Participate in all internal and external audit exercises as required accordingly.
11. Any other duties assigned by the supervisor

EDUCATIONAL QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Commerce, Business Administration, Marketing or any other related field.
- A Post Graduate Diploma in Business Administration or Sales Specialty is an added advantage
- Any other Professional Qualification will be an added advantage
- At least 4years relevant experience in a Manufacturing/FMCG company.

SKILLS AND PROFESSIONAL COMPETENCES REQUIRED

- Budgeting, financial knowledge, in-depth research and analysis skills, computer proficiency, leadership and managerial skills
- Ability to work independently, should have excellent sales and marketing skills, effective communication skills, excellent customer care skills, sound decision making skills and ability to work in the field.
- Integrity, flexible, good interpersonal and problem solving skills. Should have a positive attitude, results focused, creative, innovative, can work for long hours under pressure with minimum supervision.

- A sales Executive should be self-motivated, hardworking, persistent, put in extra effort to achieve their goals and targets.

JOB TITLE: ENVIRONMENTAL HEALTH AND SAFETY ASSISTANT, REF: (LPL/EHS ASS. /20/09/2022)

REPORTING TO THE EHS OFFICER, THE SUCCESSFUL CANDIDATE WILL;

1. Draft, implement and maintain policies and guidelines on Environment, Health and Safety.
2. Develop, implement, administer and maintain EHS protocol on use of PPEs and adherence to safety and health related programs.
3. Review and update the corporate EHS management system manual and monitor its implementation
4. Prepare and implement the EHS training plan in coordination with the Human Resource Department.
5. Formulate corporate short term and long term EHS objectives and plans
6. Carry out accident and incident investigations and submit relevant reports.
7. Promote EHS plans, monitor, evaluate and report performance against plan
8. Maintain auditing expertise and ensure execution of monthly / quarterly audit programs
9. Maintain contacts with external parties regarding environment, Health and Safety, including government institutions.
10. Provide advice on Environment, Health and safety to line departments
11. Adhere to the health and safety and QMS guidelines at all times.
12. Follow up Insurance on the management and closure of all incidents and accidents
13. Participant in implementing the corporate EHS strategy and objectives
14. Provide expert advice on EHS matters to management

EDUCATION, QUALIFICATIONS & EXPERIENCE

- Bachelor degree in Environmental Science and Management or any other related discipline from a recognized institution.
- At least 2years of relevant working experience in a similar position in a busy manufacturing set up.

SKILLS AND COMPETENCES

- Excellent communication skills, report writing skills, a positive attitude, a team player, flexible, results focused, takes initiative, self-driven, needs minimum supervision, creative and sound customer care skills.
- Should be familiar with all the tools, concepts and methodologies of system management and various laws, regulations and guidelines used in manufacturing set ups.
- Should have the ability to work extra time, should possess excellent people management skills, a team player, objective, decisive and pays attention to detail.

APPLICATION PROCEDURE

All suitably qualified and interested candidates with the relevant qualifications and experience should send their application letters, curriculum vitae and copies of academic documents by email to: recruitment@luukaplastics.com; quoting the job reference as the email subject. Kindly merge all your documents and send them in one attachment in a PDF format only not exceeding 5MBs.

The Closing date of receiving applications is one week from the date of advertisement i.e. from 20th – 27th September 2022. Only successful candidates will be contacted within one week after the closing date. Any form of canvassing is prohibited. For more information, please visit our **website i.e www.luukaplastics.com**