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

### **JOB ADVERT, 26<sup>TH</sup> OCTOBER O 09<sup>TH</sup> NOVEMBER 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: AIR COMPRESSORS & REFRIGERATION TECHNICIAN, REF: LPL/AC&RT/26/10/2022**

**REPORTING TO THE PRODUCTION OFFICER, THE SUCCESSFUL CANDIDATE WILL;**

1. To carry out maintenance, installation, repair, and inspection all air compressors, chillers, cooling towers and air conditioning units at all times.
2. Carry out routine preventive maintenance checks on compressors, chillers, cooling towers, dryers/dehumidifiers, and air conditioners.
3. Plan for and install compressors, chillers and air conditioners as per all the needs.
4. Diagnose malfunctions and report to the Production Officer/Manager to arrange for corrective maintenance
5. Provide new installation service, repairing the existing ones and replacing the tempered parts of compressors, cooling towers, chillers and air conditioning units.
6. Clean the parts like coil, drain lines, cooling towers, condensation pans and other essential parts to ensure that unit operates properly at all times.
7. Make requisitions for parts and necessary equipments for the purpose of inventory maintenance to ensure the availability of required items and tools to complete the necessary installation and repair work.
8. Assist in all mechanical duties of machines and equipments installation, repairs, maintenance, servicing etc.
9. Prepare daily activity reports for submission to the Production Officer/Manager
10. Any other duties assigned by the Production Officer/Manager.

**EDUCATIONAL QUALIFICATIONS & EXPERIENCE**

- A diploma in Mechanical Engineering (Manufacturing /industrial option).
- A diploma in Refrigeration and Air Conditioning is an added advantage.
- Minimum 3years experience in a manufacturing company.

## **2. JOB TITLE: HUMAN RESOURCE OFFICER, REF: LPL/HRO/26/10/2022**

### **REPORTING TO THE HUMAN RESOURCE MANAGER, THE SUCCESSFUL CANDIDATE WILL;**

1. Review, sensitize and implement the human resource policies, procedures, rules and regulations
2. Assist in the recruitment, selection and on-boarding processes and duties
3. Review employee time attendance registers and prepare payrolls
4. Plan and implement training and development programs for the organization.
5. Assist in the performance management roles and responsibilities
6. Participate in the employee relations, welfare and disciplinary duties and responsibilities
7. Participate in implementing the environmental health and safety policies of the company
8. Conduct routine man power and production checks to ensure all staff comply with established policies and procedures, follow up and resolve production requirements.
9. Guide line managers, supervisors and employees on all human resource related issues, activities, policies and procedures.
10. Participate and ensure that all accidents preventive measures/systems are implemented and followed.
11. Submit weekly reports to the supervisor and participate in all internal and external audits accordingly
12. Perform any other duties assigned by the supervisor

### **EDUCATIONAL QUALIFICATIONS & EXPERIENCE**

- A Bachelor's degree in Human Resource Management, Organizational Psychology or other related disciplines
- A post graduate qualification in Human Resource Management is an added advantage
- Minimum two years' experience in Human Resource Management in a similar role in a busy set up.

## **3. JOB TITLE: SALES EXECUTIVE, REF: LPL/SE/26/10/2022**

### **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.
- 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.

#### **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](mailto: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. Hand delivered applications can be dropped at the Head Office in Kawempe.

**The Closing date of receiving applications is two weeks from the date of this advert i.e. from 26<sup>th</sup> Oct. to 09<sup>th</sup> Nov. 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](http://www.luukaplastics.com)**