



Job Description – Audit and Process Manager

Salary: ZAR 550,000 – 600,000 per annum

Location: Limpopo, South Africa

Duration: Permanent

Hours: 7am – 5pm Monday - Friday

Line Manager: Senior Farm Manager

Direct Reports: 4

Scope of Role: Reporting to the Senior Farm Manager, you will be fully responsible for the Quality Management System of the Packhouse and deeply involved in the management of data and compliance within the Packhouse and Farm. You will ensure that we comply with any standard necessary to supply our customers including BRC, TFS/TMPS, SIZA and many others. You will have advanced skills in managing data and also producing media for the purpose of describing our process to internal and external stakeholders. You will manage a team of people to supply the operation with real time information.

Responsibilities:

- Maintain and strive to simplify the packhouse and farm quality management system
- Manage the quality and Quality team within the packhouse
- Act as link between the packhouse and external stakeholders regarding the implementation of an ERP system
- Be a link between the farm, the packhouse and head office in terms of flow of information
- Design and maintain the forms used to keep paperless records, ensuring a paperless record system
- Assist the payroll team in the management of working hours data
- Assist in the management of packaging stock and dealing with suppliers to the packhouse
- Chair and lead audits when external bodies visit the packhouse
- Lead and develop the packhouse technical team
- Adhere to company policies and standards and ensure that good governance is maintained.

Requirements:

- Educated to Degree level in an agricultural or food technology discipline (Agricultural Business Management or Agronomy)
- 5 years plus experience in a similar environment
- Proactive solution provider and problem solver
- Experience in managing people
- Ability to work under pressure and to strict timelines
- Ability to adapt to and comply with internal and external business processes

- Administrative and computer skills must be at a super user or higher level
- Experience in flying drones is preferable
- Experience in working and interacting with ERP systems and in particular Farm Trace is desirable.
- Understanding the use of form software to keep quality and process records is essential.

Who we are:

Jupiter Group are one of fastest growing and exciting businesses within the fresh produce industry. The company have customers and suppliers across the world with ambitious plans for growth.

Privately owned with continually strong financial performance Jupiter Group are looking for an Audit and Process Manager to join the company.

Based at our Farms in Limpopo, South Africa, this position would oversee the management of the Quality Management System for the Packhouse and compliance.

Growing product in four continents, the company have invested in growing partnerships which lead the world as a supply chain model within fresh produce.

The company are continually investing in leading technology and are working with great success towards a totally paperless working environment.

A positive company culture and values are extremely important and must be upheld by any applicant.

As a fast-paced international business who are continually growing and developing, we nurture a culture of self-motivated, hardworking and honest individuals.

We have clear company values that we encourage our people to live by. It is important that applicants can uphold these values.

- **Integrity** - act with good character, ethics and morals
- **Trust** - build your relationships on trust
- **Openness** - talk straight, communicate well, and be open to new ideas
- **Respect and patience** - be tolerant, good natured and understanding
- **To help others** - make a difference to others lives in a positive way
- **Work hard and enjoy life** - contribute and enjoy your role
- **Recognise success** - when praise is due say 'well done'
- **Continual improvement** - always strive to do a better job

Benefits:

- 15 days holidays + Public Holidays
- Performance Related Pay Incentive Scheme
- Relaxed Dress Code
- Relaxed Multi Cultural environment
- Informative staff app with localised benefits

NOTICE: please refer to the Data Privacy Statement on our website footer at www.jupitermarketingltd.com to access information on how we will process, store and delete your personal data should you apply for a position within the Jupiter Group.

PLEASE NOTE: We request two reference contacts with your application for this role. If you do not wish for referees to be contacted prior to a job being offered, you must clearly indicate this within your application.