

# ABOUT

## ADMA International Ltd

ADMA International Ltd is a leading Biscuits manufacturing company, fully registered in Rwanda and operating under Rwandan laws. We started operating on 23<sup>rd</sup> June 2003, to mainly serve Rwandan market, we have acquired superb and long reputation as a private biscuit manufacturer company we bake unique, quality biscuits to satisfy people of different ages and we are committed to continue to amaze our clientele with reasonably priced products across Rwanda and East Africa. Our head office is in Kigali Special Economic Zone G2 and currently, we employ an average of 520 employees.

## STOREKEEPER

WE ARE  
HIRING!

### Job title: Storekeeper

We are searching for an organized and detail-oriented storekeeper to manage all the operations in our storeroom. In this position, you will play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory.

### Responsibilities:

- Keep inventory up to date.
- Ensure daily report of the inventory.
- Ensure FIFO store method is applied to avoid the perishing of raw material.
- In collaboration with the production manager ensure timely supply of raw material necessary for daily production
- Assign work to loaders and control their work performance.
- Being answerable to all material kept in the store.
- Responsible for shipping cancelled or damaged items back to production manager as appropriate.
- Maintain high ethical relationships.
- Responsible for stock rotation and coordinate the disposal surpluses.
- Track, document and resolve any discrepancies on received orders.
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Analytical mind with ability to make accurate mathematical computations.
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time.
- Skills to operate common office equipment.
- Minimum of a high school diploma or equivalent
- Proven experience in storekeeping, inventory control, or recordkeeping

### To apply, send:

- A full curriculum vitae (CV) including details of 2 professional referees.
- Scanned copy ID
- Motivation letter

Application must be submitted by email, including scanned PDF documents to the Administration Director at this Email address [hr@admarwanda.com](mailto:hr@admarwanda.com) with the position as the subject (please sign your documents before sending them as PDF attachment by email)

**Closing date of applications:** Friday, 7<sup>th</sup> May 2021 at 12:00PM

Please note that the interviews will take place at our office located in Kigali Special Economic Zone G2, if COVID-19 preventive measures allow.

After the interview has taken place and before signing the contract, the successful candidate will submit the following documents:

- Notarized Academic qualification papers and relevant certificates



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## SECURITY MANAGER



### Job title: Security Manager

We are looking for a competent Security manager to organize and oversee all security operations of our company. Security personnel will be under your command while you develop and implement policies and procedures to maintain security standards.

As security manager, you will have to demonstrate excellent surveillance and emergency response skills. You will need a strong commitment to security rules and knowledge of all hazards and threats to safety. Since you will have a number of people under your responsibility, you must also exhibit leadership skills.

The goal is to create and preserve an environment where employees, visitors and property are safe and well-protected.

### Responsibilities:

- Develop and implement security policies, protocols and procedures.
- Control budgets for security operations and monitor expenses.
- Recruit, train and supervise security officers and guards.
- Attend meetings with other managers to determine operational needs.
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms.
- Review reports on incidents and breaches
- Investigate and resolve issues.
- Create reports for management on security status.
- Analyze data to form proposals for improvements (e.g., implementation of new technology)

### Requirements:

- Proven experience as security manager or similar position
- Experience using relevant technology and equipment (e.g., CCTV)
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable
- High school diploma: Further education in security administration or similar field will be an asset.

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**Closing date of applications:** Monday, 24<sup>th</sup> May 2021 at 12:00PM

Please note that the interviews will take place at our office located in Kigali Special Economic Zone G2, if COVID-19 preventive measures allow.

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## FINANCE ASSISTANT

WE ARE  
HIRING!

### Job title: Finance Assistant

We are looking for a Finance Assistant to support our day-to-day transactions. Finance Assistant responsibilities include processing payments, maintaining cost reports, and managing invoices. If you have an accounting background and are interested in procedures like tax management, we would like to meet you.

Ultimately, you will help maintain our company's financial health and make sure we use our resources beneficially.

### Responsibilities:

- Update financial spreadsheets with daily transactions.
- Prepare balance sheets.
- Support the process of tax payments.
- Support monthly payroll and keep organized records.
- Record accounts payable and accounts receivable
- Process invoices.
- Participate in quarterly and annual audits.
- Record daily production report.
- Organize the filing system.

### Requirements:

- Work experience as a Finance Assistant, Finance Officer or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (Tally ERP 9)
- Familiarity with RRA software (EBM version two)
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors.
- BSc degree in Finance, Accounting or Economics

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**Closing date of applications:** Saturday, 7<sup>th</sup> May 2021 at 12:00PM

Please note that the interviews will take place at our office located in Kigali Special Economic Zone G2, if COVID-19 preventive measures allow.

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