

ANNEXURE A

Duties of Milling Plant Administrative Assistant

1. Grain received records
 2. Production records Vs Grain received daily reconciliations
 3. Finished product stocks, Material movements
 4. Invoicing, Packing Slips ,Sales security Procedures
 5. Weighbridge Operations, Calibrations and software updates.
 6. On Site Sales documents, invoicing and Despatch records.
 7. Packaging Materials stocks, Receiving records and issuing records (reconciliations)
 8. Invoicing of Sales Maize meal /Chop
 9. General Office maintenance, Stationary, office consumables Teas, Eats, Staff Meals.
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