Takbestuurder

PORTERVILLE

SLUITINGSDATUM: **29 Mei 2026**

REF # B020026

ONS KULTUUR

By Overberg Agri is ons mense die kern van ons sukses. Ons bevorder 'n positiewe, inklusiewe omgewing waar elke werknemer voel hulle behoort. Gelei deur uitnemendheid en gegrond op vriendelikheid, innovasie en toewyding, groei ons saam.

VERANTWOORDELIKHEDE

- Algehele bestuur van die bedryfspunt;
- Alle administrasie take af te handel in die toegelate tydraamwerk;
- Die opstel van die begroting en die implementering van aksieplanne om groei potensiaal te bereik en markte groei daarvolgens;
- Die winsgewendheid van die tak te verbeter deur uitstaande kliënte verhoudinge te handhaaf en te groei soos per gestelde doelwitte;
- Implementering van 'n bemarkingstrategie om markaandeel te vergroot;
- Voortdurende bemarking en verkope van bestaande produkreekse en groei van produkreekse wat verband hou met die graan, vee en vrugte industrieë;
- Opstel, lewering en opvolg van kwotasies;
- Voorraad bestelling en kontrole van toepaslike vlakke van voorraad items;
- Voorraadbeheer en -kontrole sluit in die voorkoming van voorraad krimping en -verliese;
- Die handhawing van organisasie werkswyse en prosesse;
- Die werkswyse so te handhaaf dat die tak voldoen aan alle gesondheid- en veiligheidswetgewing;
- Onderhandel en organiseer vervoer/logistiek vir aflewering van produkte by kliënt(e) of depot(s);
- Personeelbestuur, insluitend personeel ontwikkeling;
- Bestuur van alle risikobestuursfunksie in samewerking met administratiewe beamptes; en
- Effektiewe infrastruktuur instandhouding en batebestuur.

MINIMUM KWALIFIKASIE EN VEREISTES

- Graad 12 met 'n naskoolse opleiding in landbou/Bemarking en/of verkoop bestuur;
- 5 Jaar bestuurservaring in 'n landbou of soortgelyke omgewing met spesifieke kennis van die handel, graan, vee, besproeiing en vrugte industrieë;
- Goeie bemarking vermoë van die verskillende sektore;
- Goeie mense verhoudinge en personeelbestuur;
- Bogemiddelde kommunikasie vaardighede in beide Afrikaans en Engels;
- Rekenaargeletterd (volle MS Office © pakket);
- Bestuursvaardighede en bemarking aanslag;
- Goeie beplanning- en probleemoplossing vaardighede;
- Betroubaar en beskik oor vermoë om onafhanklike te kan werk;
- Geldige bestuurslisensie en eie betroubare vervoer; en
- Moet in area woonagtig wees.

ADDISIONELE INLIGTING

'n Markverwante salaris word aangebied. Aansoekers moet verwysingsnommer **B020026** insluit en die vereiste dokumente (ID, bestuurslisensie, kwalifikasies en twee werkverwysings) indien, anders sal die aansoek nie oorweeg word nie. Voorkeur sal gegee word aan aangewese groepe in lyn met die Diensbillikheidsplan. Indien geenterugvoer binne **ses weke** na na die sluitingsdatum ontvang word nie, kan die aansoek as onsuksesvol beskou word. Die maatskappy behou die reg voor om 'n aanstelling te maak of nie.

NAVRAE & AANSOEKE: Aandag Caylin Markus *OR*

Epos: recruitments@overbergagri.co.za | Ingehandig by Overberg Agri, Donkinstraat 11, Caledon 7230.

Branch Manager

PORTERVILLE

CLOSING DATE: **29 May 2026**

REF # B020026

OUR CULTURE

At Overberg Agri, our people are at the heart of our success. We foster a positive, inclusive environment where every employee feels they belong. Guided by excellence and grounded in kindness, innovation, and commitment, we grow together.

RESPONSIBILITIES

- Overall management of the operational site;
- Completion of all administrative tasks within the required timeframes;
- Preparation of budgets and implementation of action plans to achieve growth potential and market expansion accordingly;
- Improvement of branch profitability through maintaining and growing outstanding customer relationships in line with set objectives;
- Implementation of a marketing strategy to increase market share;
- Ongoing marketing and sales of existing product ranges, as well as growth of product ranges related to the grain, livestock, and fruit industries;
- Preparation, submission, and follow-up of quotations;
- Ordering of stock and control of appropriate stock levels;
- Stock control and management, including prevention of stock shrinkage and losses;
- Maintenance of organisational policies, procedures, and working methods;
- Ensuring that the branch complies with all applicable health and safety legislation;
- Negotiating and organising transport/logistics for the delivery of products to clients and/or depots;
- Personnel management, including staff development and performance management;
- Management of all risk management functions in collaboration with administrative officers; and
- Effective maintenance of infrastructure and management of assets.

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 with a post-school qualification in Agriculture, Marketing and/or Sales Management;
- 5 years' management experience in an agricultural or similar environment, with specific knowledge of trade in the grain, livestock, irrigation, and fruit industries;
- Strong marketing ability across various sectors;
- Good interpersonal relations and personnel management skills;
- Above-average communication skills in both Afrikaans and English;
- Computer literate (full MS Office package);
- Strong managerial and marketing approach;
- Good planning and problem-solving skills;
- Reliable and able to work independently;
- Valid driver's licence and own reliable transport; and
- Must reside within the area.

ADDITIONAL INFORMATION

A market-related salary is offered. Applicants must include reference number **B020026** and submit required documents (ID, driver's license, qualifications, and two work references), or the application will not be considered. Preference will be given to designated groups in line with the EE Plan. If no feedback is received within **six weeks** after the closing date, the application can be considered unsuccessful. The company reserves the right to make an appointment or not.

ENQUIRIES & APPLICATIONS: Directed to Caylin Markus *OR*

Email: recruitments@overbergagri.co.za | Applications can be handed in at Overberg Agri , 11 Donkin St , Caledon 7230.