

VACANCY		
Job Title	Maintenance Admin Clerk	
Department	Maintenance	
To Report to	Facilities and Maintenance Manager	
Summary of Functions	- To provide effective administrative and coordination support to the Maintenance Department, including maintenance planning, procurement administration, record keeping, contractor and supplier liaison, Health and Safety administration, and compliance-related activities. - The role also supports the Maintenance team in ensuring that maintenance activities, documentation, and records are accurately maintained and completed within required timeframes.	
Authority	- Perform administrative functions in accordance with established company procedures and training. - Escalate maintenance, safety, procurement or compliance matters requiring management attention. - Process documentation and transactions within the limits of delegated authority.	
Food Safety Requirements/ Responsibilities	Apply basic hygiene and sanitation and adhere to food safety related rules and activities as per factory and facility instructions. Perform Food Safety and Quality related activities as part of the FSMS and QC/QA functions.	
Organizational Relationships	Liaise with Production / Admin / Maintenance and Support staff	
Qualifications	- Diploma or similar in Administration - MS Office certification	
Physical Demands	- Physical work - Cognitive activities	
Work Environment	Food Factory – Admin Office	

To apply please email your CV to admin2@k9petfoods.co.za

Interns and Graduate placements welcome

Closing date for applications: 18th September 2026