

OPPORTUNITY TO SERVE

Water Processing Assistant

BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among minority languages of Kenya, is seeking to recruit highly motivated born again Christian with a good Christian standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position above.

The Role

This position is responsible for operating the water processing and bottling plant as well as marketing and distribution of the final product

Duties and Responsibilities

- Perform water quality sampling, testing and analysis to ensure compliance with the required standards.
- Ensure highest standards of cleanliness and safety are observed at the plant
- Observe all necessary quality controls
- Run the processing and bottling plant on a day to day basis
- Monitor the equipment to ensure timely maintenance procedures are observed
- Monitor stock levels, do periodic stock takes and reports
- Ensure customer orders are met in a timely way
- Publicize and market the bottled water

Qualifications

- A minimum of Diploma or equivalent certificate from a recognized institution in any discipline relating to Water treatment and processing
- Knowledge of water treatment processes, water quality standards and equipment maintenance.
- Experience in water processing and sales & marketing
- Ability to work under minimum supervision
- Be in good health and observance of high hygiene standards
- Good planning and organisation skills
- Good networking skills
- Good communication skills both written and verbal
- Driving skills will be an added advantage

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (Preferred) or posted to reach the under mentioned by **Friday 11th August 2017**

HUMAN RESOURCES MANAGER

BIBLE TRANSLATION AND LITERACY,

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Nairobi

Email: careers@btlkenya.org

Note: Only successful candidates will be contacted