

# VACANCY

**FORGES TARDIEU** is an Engineering group which has evolved over the past 166 years, from being a simple mechanical workshop and foundry to an EPC/EPCC/EPCCM Group (Engineering, Procurement, Construction, Commissioning and Management).

Due to company growth and business development, **FORGES TARDIEU** is looking for highly motivated, competent and talented candidates for the positions listed below:

## 1. ACCOUNTS OFFICER

### Main Responsibilities:

- Update & maintain creditors' ledger
  - Match & timely record supplier's invoice & daily cash payments
  - Carry out reconciliation with supplier's statement of account
  - Ensure proper VAT code is being respected for various expenses
  - Ensure proper maintenance of prepayments throughout the year
  - Assist in cash flow data feeding
- File monthly statutory return electronically (VAT computation & TDS computation)
- Prepare information for internal & external auditors (Schedule of prepayment & invoice vouching)

### Requirements:

- ACCA Level 1 or equivalent
- At least 2 years' experience in similar position

### Competencies:

- Good knowledge of accounting basics
- Conversant with Microsoft Office Package
- Excellent verbal & written communication skills
- Ability to take initiatives & handle pressure

## 2. HEAD OF PRODUCTION

### Main Responsibilities:

- Develop & run workshop as an independent business unit
- Overview Management of workshop's production, maintenance & sales departments to ensure a coherent market approach
- Develop a strategy to generate higher turnover & meet workshop targets
- Plan, monitor & control workshop operations as per targets & schedules
- Plan, monitor, review & coordinate to minimize downtime of workshop machinery for a trouble-free production
- Monitor accuracy of production forecasting & variance from plans, if any
- Plan, propose & implement new technology & machinery for safe, quality & speedy production
- Identify opportunities & lead initiatives for rationalization of production costs

### Requirements:

- Degree in management
- Background in mechanical engineering will be an advantage
- At least 5 years' experience in the industrial sector

### Competencies:

- Technical & process knowledge in related industries/areas
- Leadership, communication & strategic-orientation skills
- Ability to take initiatives & handle pressure
- Knowledge of Engineering, Work methods, machine-specifications/ limitations will be an advantage

## 3. TECHNICAL SALES MANAGER

### Main Responsibilities:

- Identify, develop & evaluate a sales strategy, based on knowledge of company's objectives, market characteristics & cost factors
- Set up sales budget in line with Company's overall objectives & guidelines
- Establish annual, monthly & weekly sales plans
- Submit weekly/monthly sales report & action plan to Management
- Identify new revenue-generation opportunities that enhance & promote company's business
- Initiate market research studies/competitor analysis
- Liaise with suppliers & maintain good external communication links & proper after sales follow-up with clients
- Manage Production Sales workforce

### Requirements:

- Advanced diploma in Mechanical Engineering or related field
- On-the-job training in workshop or on site
- Diploma in Sales
- At least 5 years' experience in similar position

### Competencies:

- Proficient presentation & communication skills
- Technical & process knowledge in related industries / areas
- Proven Leadership & Management skills
- Customer service orientation
- Ability to take initiatives & handle pressure

## 4. ADMINISTRATIVE & COMMERCIAL ASSISTANT

### Main Responsibilities:

- Carry out costings, prepare quotes for customers and follow up
- Contact suppliers for prices & orders
- Deal with freight suppliers for shipping
- Follow up of orders with suppliers & shipping companies
- Follow up documentation for customs purposes
- Finalize import documentation for Accounts department
- Prepare Insurance documents for each shipment
- Carry out other administrative tasks which might be required

### Requirements:

- Diploma in administration or sales administration will be an advantage
- At least 3 years' experience in similar position

### Competencies:

- Excellent verbal & written communication skills
- Conversant with Microsoft Office Package
- Ability to take initiatives & handle pressure

If you are keen to take these challenging positions, kindly send your application at latest by the 31<sup>st</sup> March 2017 to the HR department, Forges Tardieu Ltd, 31, Nicolay Road - Port Louis.

Email: [humanresource@forgestardieu.com](mailto:humanresource@forgestardieu.com)



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