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BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

BSMS CHILI HOUSE JOB POSTING

NATURE OF BUSINESS: MANUFACTURING

CHIEF EXECUTIVE OFFICER (CEO)

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

BSMS CHILI HOUSE requires the services of a suitably qualified, well-motivated, and results-driven candidate to be appointed in the above vacant position. This role will suit a strategically-focused CEO.

THE SUCCESSFUL CANDIDATE WILL: - The CEO will report to BSMS Chili House Board of Directors and will create a shareholder value by providing the vision, leadership, strategy and general management skills necessary to grow the company into a dominant player in its industry. The CEO will develop and implement a strategic plan to advance the company's vision, mission, strategies and objectives and to promote revenue, profitability and growth of the organisation. The CEO will work with a top-tier management team dedicated to developing, manufacturing and selling world-class products and services, act as the key face of the company, develop new customers and channels to market and manage existing customer and channel partner relationships, develop strategic partnerships and ensure that overall revenue and profit goals are achieved and shareholder value is delivered. While all aspects of the Company's business require focus in appliances business growth and profitability are especially important to the long-term success. The CEO should understand all aspects of the business including finance, supply chain and manufacturing. The CEO should have exposure to domestic and international sauce markets and distribution.

KEY PERFORMANCE AREAS: -

1. STRATEGIC VISION AND LEADERSHIP
 - STRATEGY AND LEADERSHIP
 - OPERATIONAL STRATEGY
 - OPERATIONAL MANAGEMENT
 - BOARD GOVERNANCE AND INTERFACE
2. BUSINESS DEVELOPMENT AND GROWTH OPPORTUNITY RECOGNITION
3. FINANCIAL MANAGEMENT, PLANNING AND BUDGETING
4. BSMS CHILI HOUSE BRAND AND IMAGE PROMOTION DEVELOPMENT
5. MANAGE INTERNAL AND EXTERNAL AUDIT, COMPLIANCE, RISK AND LEGAL AS PRIORITY
6. STAFF MANAGEMENT: TEAM EFFECTIVENESS

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- MBA/ Honours or Masters' Degree in either Business Management, Engineering, Legal and/ or Finance.
- Postgraduate qualification in either Business Management, Engineering, Legal and/ or Finance, A Masters' Degree will be a definite advantage.
- 10 years' experience at a Senior Executive level (CEO/COO)
- Proven managerial and strategic planning capabilities, ideally on an international level, in a complex environment in the agro-processing industry.
- Experience in aligning goals and objectives with organisational capacity and fiscal, political and human resources, financial acumen, with the ability to oversee the budget of a complex co-operation.
- Fearless and confident to make the tough calls while being sensitive to the South African business environment
- Change management and business re-engineering experience will be considered an added benefit.
- Excellent interpersonal skills, persuasive and negotiation ability with a proven track record of having engaged with government, regulators and public stakeholders.
 - Experience in Agricultural sector would be beneficial but not detrimental.
 - Creative thinker and a dynamic person.
 - Sense of urgency being conscious of priorities with the ability to ensure execution of strategy with the required results.
 - Excellent conflict handling skills.
 - Must be assertive, result-driven and commercially astute leader.
- Action orientation
- Resilience
- Good communication skills
- Experience in stakeholder relationship management

SELECTION PROCESS:

- Short-listed candidates shall be subjected to psychometric assessment and behaviour-based structured interview processes.
- The top candidate recommended by the Selection Committee will be subjected to a vetting process.

APPLICATIONS MUST CONSIST OF THE FOLLOWING (CERTIFIED COPIES):

1. A comprehensive letter of application which includes: -



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- Notice periods required in current position
 - Date of availability to commence employment
 - Employment Equity Status
 - Residence status (Preferably RSA citizen, etc.)
2. A comprehensive CV attached thereto, which includes:
- Thorough academic and work history
 - Responsibilities in each position held
 - A copy of S.A Identity Document

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Job Ref: BSMSCH #2022CEO

PERSONAL ASSISTANCE (P.A) TO THE CEO

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

BSMS CHILI HOUSE, Production Plant seeks a P.A to work/ assist in the office of the CEO with:

- Day-to-day tasks for effective management of production, maintenance, marketing, and general operations.
- Assist with improvement and implementation of procedures and company policies at the production and store level.
- Follow up with colleagues, suppliers, employees, and management on the operation and policy-related endeavours.
- Time Management, Discipline, Ambition, Commitment to ensuring that tasks are completed accurately and timeously.

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- Min Grade 12, a tertiary qualification
- Graphic design/Marketing experience.
- Min 3yrs experience as a PA in a manufacturing environment
- With good diary management
- Admin and PA skills

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Job Reference: BSMSCH #2022PA



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HR MANAGER

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

An exciting opportunity exists for an HR Officer at BSMS CHILI HOUSE. The purpose of the role is to provide general HR support to the business to facilitate operational effectiveness and efficiency.

KEY PERFORMANCE AREAS:

HR ADMINISTRATION AND REPORTING:

- Responsible for all administration related to employee life cycle including new engagements, benefits, employee changes, leave analysis, terminations.
- Attend to general requests/queries from internal and external customers.
- Update organograms on a monthly basis.
- Conduct exit interviews on resignations and report back to the business with insights.
- Ensure high level and high standard of customer service and guidance in line with HR Policies and Procedures.
- Develop and update job profiles for all employees and capture them into the Job Profile portal.
- Co-Ordinate HR Project deliverables, including reward and recognition initiatives.
- Ensure HR Audit requirements are adhered to.
- Develop ad-hoc reports as required by the HR team or the business unit.
- Checks and signs off monthly payroll variance report, follow up and resolve discrepancies.
- Liaise with employees on Death and Disability claims.
- Manage long service allowances, generate reports, capture workflows, arrange the certificates and framing.
- Provide employees with documents such as confirmation of employment letters, copies of payslips, service letters, visa letters, UIF, and Medical Aid documentation.

HRIS SYSTEM ADMINISTRATION:

- Conduct integrity check of master data to ensure all data is complete and accurate.
- Conduct a quarterly review of HR system access in relation to roles and responsibilities of individual users.
- Follows the workflow process designed, loads data to ensure next step in the cycle can be completed, follow up and obtain outstanding information where identified.
- Address all general HRIS system information queries received from Management and employees.
- Provide assistance and support to Line Managers using SAP

PERFORMANCE MANAGEMENT:

- Provide employees with relevant documentation with regards to performance management and reviews
- Ensure that IPA's are submitted on time, maintain a check-list of mid-year and year-end reviews
- Ensure all IPA's are received in time for the Annual Increase exercise, capture performance ratings on SAP, follow up on outstanding IPA's
- Provide guidelines on managing employee performance, address all general performance management or appraisal queries received from employees and management
- Monitor progress and promote the development of employees through an appropriate performance management system

TRANSFORMATION, LEARNING AND DEVELOPMENT:

- Track and submit all business unit training initiatives to the Transformation Admin team.
- Collect all information for the submission of the Workplace Skills Plan, Annual Training Report, Employment Equity Plans by liaising with Line Managers and Executives.
- Coordinate and track all Educational Assistance.
- Facilitation the identification of learning needs and areas of development and arrange necessary training.
- Co-Ordinate all aspects of the Graduate Program from an HR point of view.
- Co-ordinate admin and take-on of learner ships, serve as a point of contact between Provider, Learners, and the Company.

INDUSTRIAL RELATIONS:

- Set up internal disciplinary hearings, appeals, and grievance meetings, take minutes if required.
- Prepare all documentation/information for Disciplinary Hearings and CCMA cases.
- Ensure that disciplinary and grievances are dealt with in accordance with company policies.
- Assist with CCMA cases by collecting and analysing information for the HRM.

RECRUITMENT, SELECTION AND ON-BOARDING:

- Assist management in the drafting of job profiles, vacancy, package parameters.
- Ensure that the recruitment process is followed from start to end in order to recruit effectively and reduce turnover.
- Discuss the long and shortlists with line managers and the recruitment lead. Conduct interviews with management and recruitment.
- Propose options to the HRM regarding recommended starting salary based on internal and market comparison.



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- Request the Letter of Appointment, providing all necessary information to the recruiter, check and sign off the letter before extending the LOA to the manager to sign.
- Manage the on boarding of successful candidates and take-on documentation.
- Manage the induction process and ensure new employee induction/orientation takes place.

EMPLOYEE ASSISTANCE PROGRAMME:

- Co-ordinate the administration around the employee wellness plan, including communication of the ICAS offering.
- Provides input and suggestions when setting up employee wellness initiatives, oversee and manage the initiatives.

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- At least 3 years' experience in an HR Officer role, within a corporate environment is essential.
- Experience within HR Administration, Payroll, Employee Relations, Performance Management and Disciplinary procedures, Job evaluation and grading.
- A completed three-year qualification (Degree or Diploma) in HR or Industrial Psychology

ADDITIONAL REQUIREMENTS:

- Knowledge/experience of payroll systems e.g.: SAP
- Computer literacy (MS Office)
- Sound knowledge of HR practices
- Knowledge of Labour legislation

COMPETENCIES:

- Thinking Analytically
- Articulating Information
- Minimizing Risk
- Attention to detail
- Taking initiative
- Maintaining productivity
- Staying Composed
- Meeting deadlines

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OPERATIONS MANAGER

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

BSMS CHILI HOUSE is looking for an Operations Manager to join their experienced team.

DUTIES AND RESPONSIBILITIES:

- Prepare and agree annual budgets for functional and support costs.
- Responsible for managing the budgets for all projects, and related development activities.
- Accountable for the effective financial management of the operations team.
- In support of the Chief Executive Officer, provide monthly information to enable the creation of financial results and forecasts for the Operations Team.
- Establish and maintain appropriate staff resources of the Operations Team to ensure that projects are delivered on time, on budget and to the agreed quality standard.
- To establish clear organizational structures for the Operations, including responsibilities and accountabilities of individuals.
- Provide technical support for the agreed redesign, development, implementation and continuous improvement of the company's processes as required to ensure customer focus.
- Direct via project managers the software, knowledge base, data base and customer support teams to overcome technical and other constraints on the delivery of projects.
- Assist in the development of the strategic plan for all operational activity.
- Implement and monitor the annual and medium term operational plans, program and projects to meet overall objectives and agreed timings.
- Ensure effective internal communications both within the operations team and across the organization.
- Manage functions, increase the effectiveness and efficiency of Support Services through improvements to each function.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.
- Contribute to short and long-term organizational planning and strategy as a member of the management team.
- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Supervise, coach and develop work and professional development of the Administrative coordinator.
- Coordinate with IT and knowledge management teams to lead roll-out of new capabilities, training, and trouble-shooting.

KEY PERFORMANCE AREAS:

- Strong communication skills.
- Good motivational skills.
- Strong negotiation skills.
- Exceptional organisational skills.
- Awareness of internal and external customer needs.

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- Bachelor's Degree or relevant qualification in Operations Management.
- Communication/Telecoms experience.
- 3-5 years of Ops Management experience.

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FINANCIAL MANAGER

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh three chilli products.

RESPONSIBILITIES:

- Manage the performance of the legal entities.
- Communicate performance requirements clearly to all staff members.
- Monitor progress and provide regular feedback and guidance to staff.
- Evaluate performance regularly.
- Ensure the application of performance management policies and procedures.
- Ensure that the department / division complies with all the relevant legislation
- Proactively manage and identify possible risks and ensure timely action to limit and / or prevent risks.
- Manage the Business unit / division budget.
- Manage the Business unit / division performance outputs.
- Manage performance and development of staff.
- Establish and manage relationships with key stakeholders.
- Manage client service.
- Ensure competitive products and services and establish partnerships with preferred producers, suppliers and buyers.

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- National Certificate / Advances Diploma / B Tech Degree – Required
- B Com (Accounting) – Preferred
- Similar position for more than 3 years
- Experience in manufacturing and agriculture industry for a minimum period of 1-2 year – Advantageous

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PRODUCTION PLANT MANAGER

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

KEY PERFORMANCE AREAS:

STRATEGIC DIRECTION:

Contribute in the translation and execution of the business strategy; objectives and plan into action for employees:

- Develop new strategies to increase production with safe and cost effective methods.
- Deliver production volumes.
- Manage and enable production operations and make appropriate adjustments to deliver agreed volumes at optimal productivity and cost in time.
- Manage production plan for production unit.
- Manage cost of production.
- Compile annual financial variable and fixed budget as well as the annual volume budget.
- Control cost to ensure production volumes are achieved within budget.
- Leadership and strategic direction.

CONTRIBUTE IN THE TRANSLATION AND EXECUTION OF THE BUSINESS STRATEGY; OBJECTIVES AND PLAN INTO ACTION FOR EMPLOYEES:

- People's Management, Manage and Develop employees effectively.
- Engage functions to support production employee objectives.
- S.H.E Performance and Accountable for employee wellness.
- Union engagement.
- Work management.
- Manage, revise and improvement of Asset Management standards for production.
- Input into 5 year rolling capital plan.
- Manage working capital cost.
- Technology management.
- Liaison with technology license holder.
- Participating in/leading design decisions, Managing implementation.

QUALIFICATION, EXPERIENCE AND CAPABILITIES:

- B.Eng. /B.Sc. Eng. /B.Sc. (Hons)/B.Sc. – Chemical or equivalent preference
- Production Management Certificate
- Minimum of 3-5 years Production Management proven and demonstrated experience
- 5 years total relevant and practiced Operations experience
- Preferably in a similar environment

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MARKETING MANAGER

BSMS CHILI HOUSE is a new chili sauces manufacturing company working hard to penetrate the market at large. Our key activities are production and distribution of variety of fresh chilli products.

GENERAL PURPOSE:

To develop, establish and maintain marketing strategies to meet organizational objectives. Effective management of the marketing, advertising and promotional activities of the organization.

JOB DUTIES AND RESPONSIBILITIES

- Manage and coordinate all marketing, advertising and promotional staff and activities
- Conduct market research to determine market requirements for existing and future products
- Analysis of customer research, current market conditions and competitor information
- Develop and implement marketing plans and projects for new and existing products
- Expand and develop marketing platforms including social media platforms
- Manage the productivity of the marketing plans and projects
- Monitor, review and report on all marketing activity and results
- Determine and manage the marketing budget
- Deliver marketing activity within agreed budget
- Report on return on investment and key performance metrics
- Develop pricing strategy
- Create marketing presentations
- Liaise with media and advertising
- Collaborate with the sales function
- Monitor industry best practices

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

- Business or Marketing Related Degree or Equivalent professional qualification
- Experience in all aspects of developing and managing marketing strategies
- Technical Marketing skills
- Proven experience in customer and market research
- Relevant product and industry knowledge
- Digital marketing skills
- Experience with relevant software applications

KEY PERFORMANCE AREAS:

- Excellent written and verbal communication skills
- Collaborative skills
- Formal presentation skills
- Organization and planning
- Strategic and critical thinking skills
- Data analysis and management
- Problem analysis and problem-solving
- Team leadership
- Persuasiveness
- Adaptability
- Creativity
- Judgement and decision-making

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Job Ref: BSMSCH #2022MARM