



JOB OPPORTUNITY- PART TIME

Background: Skilpack Ltd is one of the leading natural fiber processors to manufacture eco-friendly products in central Uganda. We are excited to announce a vacancy for Assistant Manager in our company.

1. Assistant Manager

Job Summary: Handle all administrative, accounting, procurement and logistics management of day-to-day operations of the company.

Contract duration: 6 months with 2 months of probation from the start date

You will report to; The company's General Manager.

Position Description:

The person in this position will play an important role in the smooth operation of the company. You will be responsible for the daily administration of Company operations. Your duties include the following: -

- Uphold and adhere to company policies, vision, mission and other governing statutes.
- Examine and analyze expenses submitted by different departments or employees.
- Prepare accountability and financial reports for the company.
- Ensure organized and accurate record-keeping following company policies.
- Liaise with the Procurement Department to manage suppliers and reconcile pending invoices in the Accounting System(Oddo).
- Place orders for materials and their storage (Inventory).

- Receive the materials that have been purchased and maintain a record of the goods received by the Organizing and ensure cleanliness of production site and storage areas
- Care and tracking of company items and assets, transactions in collaboration with the General Manager and Managing Director.
- Fast tracking the fulfilment of certification requirements of the product as advised by management
- Support fieldwork and procurement work as needed
- Completion of relevant documentation for production and storage of fiber products.
- Coordinating, receiving and sending of packages to/from offices.
- Ensure the production schedule is met
- Ensure production cost is effective
- Maintain good team work amongst employees and solve their disputes.
- Make sure products are produced on time and are of good quality
- Monitor the production processes and adjust schedules when needed
- Monitor product standards and implement quality programs
- Ensure that health and safety guidelines are followed
- Identify training and development needs
- Develop and motivate cost-effective alternatives and improvements to the production process
- Report any machine breakdown or repairs or maintenance schedules to the General Manager.
- Maximize the efficiency of production lines and ensure the effective employee utilization
- Ensure continuous improvement in the overall quality of the product
- You will approve materials for production.
- Manage other supplies of the company such as stationery, worker's protective wear, etc
- Ensure payment of utility bills (water, electricity, rent, rubbish collection) and maintain a record of proof of payment
- Manage and account for all company finances, assets, and keep an updated asset register

- Coordinate and oversee activities in all our operational branches
- Keep daily production logs and generate a monthly production report
- Maintain excellent marketing and brand of the company to promote relationships with clients.
- Organize resources for other workers e.g. lunch, drinking water, transport, toilet services and security.
- Maintain good reception of clients, public relations and customer care.
- Collaborate with systems administrator and engineers to maintain stable operations of machinery, computers, software and internet connections.
- Report faults and matters that occur during work to the managing director.
- You will perform any other duties assigned to you by your supervisor

Key Performing Indicators

- Number of successful orders completed.
- Good record keeping of goods received
- Clean and clear accounting records
- The well-managed flow of supplies
- Good record of cleared company expenses
- Accurate production logs are kept
- Number of products made
- Punctuality and time management

Minimum requirements:

- Diploma in Procurement and logistics management, Industrial organization and management, Accounting and finance, Business Administration, Commerce, Business Economics, or any accounting related qualification with bias in manufacturing.
- 2 years' experience in managing manufacturing plants.
- Demonstrate values that are aligned with those of the company – Excellence, Integrity and Honesty.
- Strong accounting and management skills.
- Customer centricity, Teamwork, hardworking and trainable.
- Organizational and leadership abilities.
- Communication and interpersonal skills.

- Computer knowledge in excel, word, Internet, and accounting software.
- Self-motivated with a results-driven approach

Please send your Application letter, Curriculum Vitae (CV) and academic documents in a pdf of not more than 5MBS to info@skilpack.org or send hardcopies to Managing Director, Skilpack Ltd, P.O Box 115102 Kampala-Uganda or hand deliver you application to our premises at Plot 14, Buvuma Crescent, Bukaya, Njeru Municipality, Buikwe District not later than 6th August 2026 Midnight. Only the successful candidates will be contacted. Please reach us on our website www.skilpack.org or call +256 744453965 for more detailed information.