

ROOFINGS LIMITED

VACANCIES

Roofings Group is a leading manufacturer of steel and plastic building materials within East Africa. Our head office (Roofing's Limited) is situated about 6Km outside Kampala city centre in Lubowa, along Entebbe Road. Other group companies include; Roofings Rolling Mills (located in Namanve) and Roofings Polypipes (located in Lubowa). We are committed to achieving a firm regional presence by ensuring total customer satisfaction.

Roofings Limited is looking for a suitably qualified candidate to take up the positions of **Marketing Executive and Finance Officer – Payroll & Statutory**.

MARKETING EXECUTIVE

KEY RESPONSIBILITIES

1. Daily Market visits and reports
2. Market development: getting new clients
3. Ensuring new opportunities are explored and that sales for all products in domestic market are adequately promoted.
4. Ensuring penetration of all business opportunities with Ministries, NGO's, Corporate Customers, Embassies, Charity Organizations, etc.
5. Market follow-up: Constant information relevant to our products/ competitor products in the market and updating reports.

6. Market research: Collecting information relevant to our products/ competitor products in the market and updating reports.
7. Constantly monitoring the set Marketing Executive targets and working to achieve the goals.
8. Advise Management on maximizing distribution of products throughout the region.
9. Follow-up with the customers & overdue credits pending collections (bad debt).
10. Invite existing and potential customers to our existing factories and new projects to see our product lines.
11. Assuring the best service to the customers and that customer complaints are properly attended to at all sales points.
12. Handling customer complaints.
13. Advising customers on product options available.
14. Conduct periodic customer service surveys/ questionnaire analysis
15. Any other task that may be assigned by management relating to Sales and Marketing

MINIMUM REQUIREMENTS

Qualifications:

- Graduate in Marketing or business related field
- At least **3 years experience in marketing roofing products (steel or clay)**
- Computer literacy is essential

Skills/Competencies:

- Good verbal communication skills
- Ability to work independently
- Ability to solve problems
- Good interpersonal skills
- Good integrity
- Tenacity and persistence – ability to overcome rejection and “bounce back” from rejection with an optimistic, energized outlook
- Goal driven – ability to thrive in a results driven environment
- High level of confidentiality.

FINANCE OFFICER – PAYROLL & STATUTORY

RESPONSIBILITIES

Tasks:

- Payroll processing and posting (Local and expatriate)
- Reconciliation of salary related accounts – Salary advance (local and expatriate), Salary payable accounts (local and expatriate), Staff loan accounts (local and expatriate)
- Leave pay/terminal & retirement benefits computation.
- Processing URA payments
- Preparation and filing of Statutory returns and payments (VAT, PAYE, NSSF, LST, WHT)
- Reconciliation of statutory payments related accounts (VAT, PAYE, NSSF, LST WHT)
- Reconciliation of GPA account.

Reports produced and frequency:-

- Monthly statutory returns (PAYE, NSSF & WHT and VAT) and payments by 12th day of every month.
- Monthly local and expatriates Payroll data postings to finance.
- Reconciled Statutory accounts – monthly
- Weekly reconciliation of the GPA account.

Qualifications:

- *A Bachelor's degree in Accounting or Finance Economics Discipline*
- *CPA or ACCA Certified*
- *Experience of not less than 2 years in a similar position*

Applications accompanied by relevant academic testimonials, curriculum vitae, with names and contact details of three (3) referees can be forwarded to hr@roofings.co.ug or hand delivered to the address below:

Human Resources Manager
Roofings Limited,
Plot 126 Lubowa Estate Entebbe,
P. O. Box 7169, Kampala

Deadline for submission of applications is the 20th April 2016.

NB: Please include job title in subject matter if applying through email.

