



BOTTLING MANAGER (NWD)

PRODUCTION

VREDENDAL

A Bottling Manager has become vacant at Namaqua Wines (Subsidiary: Namaqua Wines Distribution (Pty) Ltd . The Bottling Manager shall report to the Production Manager. The overall purpose of this position will be to responsible for the seamless operation of all production lines within the packaging facility through, effective human resource allocation and staff motivation in line with company, quality and regulatory requirements. This includes but is not limited to: * managing staff discipline * quality control * waste management * inter department liaison * output measurements * cost reduction and production plan execution. Perform any task and/or instruction, in accordance with the organization, in such a way, shape or manner that is conducive to acceptable Food Safety standards and practices. Ensuring that all products produced meets the quality standard as set out by Namaqua Wines.

Minimum Requirements:

- Qualification in a technical discipline, engineering or production management, food science or similar qualification or technician with extensive production experience within a beverage packaging plant.
- Minimum 3 years' experience in a similar role within a beverage packaging plant.
- Previous leadership experience.
- Extensive FSSC 22000, HACCP and GMP experience.
- Experience with Ezy Wine Pro will be advantageous.
- Knowledge of beverage packaging equipment and the process of wine packaging,

Key areas of responsibility will include:

- Ensure production is executed according to the production plan as set out by the Production Manager.
- Effectively allocate all available resources to ensure efficient production levels are maintained.
- Manage all aspects of staff including but not limited to staff discipline, leave and attendance, staff motivation, performance management and coordination.
- Train staff according to the annual training schedule and ad hoc training needs and ensure that the training is signed off and handed in at the HR-Office.
- Ensure optimal utilization of staff members.
- Conduct training needs analysis to identify training needs and execute the identified needs.
- Arrange and attend all disciplinary hearings in coordination with the HR department.
- Induction training of all new appointments.
- Coordinate department drivers.
- Daily sign-off clock sheets of all employees.



PO Box 75, Vredendal, 8160, W-Cape, South-Africa Tel: +27(0)27 213 1080 Fax: +27(0)27 213 3476
info@namaquawines.com www.namaquawines.co.za

Directors: CJ Brand (Chairman), H Basson, HJ Cruywagen, EB De Waal, NEJ Laubscher, JA Smit
Namaqua Wines RF (Pty) Ltd, (Reg no. 2006/18777/07)

- Coordinate the maintenance department to ensure proper operations and upkeep of equipment including preventative and reactive maintenance.
- Develop, maintain and implement maintenance programs in coordination with the maintenance team.
- Daily inspect, monitor and document status of equipment.
- Responsible for weekly and daily GMP checks in the packaging facility.
- Daily inspections on production lines to ensure line supervisors are effectively utilizing equipment and team members.
- Ensure HACCP and FSSC adherence of all staff.
- Ensure all processes adhere to FSSC and HCCP prerequisites.
- Maintaining safety and hygiene according to policy and procedures (FSSC 22000/HACCP, etc.).
- Continuous investigation into areas of possible improvement (gap analyses) and developing procedures to execute on improvement.
- Procedure development in line with Namaqua Wine's document control and implementation of procedures.
- Ensure all staff adhere to Occupational Health and Safety legislation.
- Administer the Corrective and Preventative Action system and complete any non-conformances or corrections uploaded by the quality department.
- Ensure all processes and products adhere to the quality standard set out by the company.
- Daily measure production output and report to the Production Manager.
- Implement waste and cost reduction techniques.
- Creating purchase orders on Ezy Wines Pro when needed and as required.
- Manage the admin department of NWD.
- Attend production team meetings sporadically and when required.
- Responsible for general housekeeping in and around the packaging facility.
- Comply with Occupational Health and Safety Legislation.
- Responsible for shortlisting and interviewing all employment applications within the department.
- Attend all meetings related to the position and whenever requested by your manager.
- Attend and sign off all training required for the position.
- Perform any other task as might be required from time to time by your manager.
- Adhere to all company policies and procedures.
- Maintain integrity of the Namaqua Wines' food defence plan.
- Work overtime as requested.
- Work standby as requested.
- Be available telephonically after hours to assist with production issues.
- Attend Medical examinations as required for the position and by Namaqua Wines.



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It is Company policy that preference is given to existing employees and that the choice is made purely on merit. We reserve the right not to make an appointment to any advertised position.

Please forward CVs to recruitment@namaquawines.com

Only short-listed applicants will be contacted. Applicants who have not been contacted within 14 days of the closing date can assume that they were not shortlisted for an interview and are hereby thanked for their application.

At Namaqua Wines, the collection and processing of your personal information is important to us, and we are committed to handling your information following the Protection of Personal Information Act. The personal information hereby provided by the prospective candidate will only be used and processed as necessary to carry out the actions and requirements for the application process related to the role/job applied for, following the POPI Act.

Closing date: 28 August 2026



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