LILONGWE UNIVERSITY OF AGRICULTURE & NATURAL RESOURCES (LUANAR)

Knowledge | Innovation | Excellence

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Ranked by Times Higher Education



Vacancy Advertisement

↗ FUEL SERVICE STATION SUPERVISOR

LUANAR Holdings Company Limited (LHCL) incorporated on 13th September 2023 under the Companies Act is a subsidiary and commercial arm of the Lilongwe University of Agriculture and Natural Resources (LUANAR). LHCL has been mandated to operate profitably and sustainably, the LUANAR business entities that among others include LHCL Farms and a Filling Station based at Bunda Campus.

LUANAR Holdings Company Limited is looking for vibrant and innovative individual to fill the position of **Fuel Service Station Supervisor.**

With dual reporting to the General Manager & Finance and Administration Manager of LAUNAR Holdings Company Limited, the Fuel Service Station Supervisor will primarily be responsible for ensuring product availability, adherence to fuel safety regulatory requirements and supervision of all employees undertaking duties at the fuel service station located at Bunda Campus of the Lilongwe University of Agriculture and Natural Resources.

Key Responsibilities

- Oversee daily forecourt activities, ensure strict adherence to safety and environmental regulations, and maintain equipment functionality.
- Train, schedule, and supervise forecourt attendants to ensure efficient service.
- Monitor fuel & lubricants levels, order new stock, and perform daily reconciliations of all sales (Cash, Credit and POS Sales), and pump meter readings.
- Submit daily stock and sales reports to Management.
- Conduct Shift stock take exercises and declare anomalies with action points.
- Participate in cross-functional team meetings and events.
- Submit weekly Debtors Reports and Prepare Invoices to all Customers that access fuel and lubricants on credit.
- Oversee provision of excellent customer service by all Service Station employees.
- Update management on all Industry Requirements to ensure operational compliance.
- Conduct Cash count and submit all cash sales to cashier for banking.

- Resolve customer complaints and maintain a clean, welcoming environment.
- Prepare all monthly reports to management as required displaying Service Station performance.

Qualifications and experience Required

- 4 years of supervisory experience, preferably in a fuel service station or similar retail environment.
- Minimum of a Malawi School Certificate of Education plus a Diploma in Accounting or Business Administration.
- Strong communication, leadership, and computer literacy skills (especially MS Office or POS systems).

Working Conditions

- The role requires flexibility, including working long hours, weekends, and public holidays.
- The role involves both indoor and outdoor work in various weather conditions.
- The role requires the successful candidate to be based within the vicinity at LUANAR-Bunda Campus.

Candidates interested in working for a rich and diverse environment of professionals are required to submit application letters with a detailed curriculum vitae and copies of relevant certificates by **8th July 2026** clearly marked with the position being applied for, to: -

The General Manager
LUANAR Holdings Company Limited
P.O. Box 219
Lilongwe
Email: luanarholdings@luanar.ac.mw