



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Administration & Logistics Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Administration and Logistics Officer is responsible for managing the Logistics and designated Administration team within the organisation and ensure close functional collaboration with other Logistics staff in business units so as to enhance efficiency and accountability.

Responsibilities

Duties will include :

- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Organizing, arranging and coordinating meetings
- Sorting and distributing incoming and outgoing post
- Plan warehouses and distribution centres for efficiency in both operations and capacity
- Organise transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- Coordinate and track movement of goods through logistic pathways
- Execute logistics plan to move products and packages to reach destinations on schedule
- Review freight rates and other transportation costs to keep working costs low
- Maintains quality throughout the logistic processes

Education & Qualifications

- A Bachelor's Degree in relevant field

Requirements

Minimum 3 years experience in an Administrative and Logistics role.

Characteristics

- Excellent Written and Oral Skills

- Excellent Organisational Skills
- Reporting Skills
- Supply Management
- Scheduling
- Microsoft Office Skills including Outlook, Word, Excel and PowerPoint
- Time Management
- Presentation Skills
- Travel Logistics

Driving Licence

Not Required

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