



Job Description

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Job Title Coordinator: Operations	Job Location Dar es Salaam	Category Business Consultant, Procurement / Purchasing
Job Type Full Time	Job level Intermediate	Industry Business Services / Consultancy, Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 2 Years
Secondary Industry Logistics & Operations: 2 Years	Primary Category Business Consultant: 2 Years	Secondary Category Procurement / Purchasing: 2 Years
Certificate -	Qualification -	

Summary

We are looking for an experienced and professional candidate in the capacity of Coordinator: Operations to join our team who will be responsible for assessing and recommending measurable steps to achieve overall business growth through reviewing financial statements and data, preparing and controlling budgets and inventory and implementing effective strategies for the organisation's financial well-being. The recommendations may involve making changes to internal operations.

A substantial part of your work will revolve around creating budgets, managing the company's demand for products, materials and/or services, facility management and maintenance, sourcing and procurement and all matters related to compliance and registration.

Responsibilities

Inventory Control & Management (20%)

- Track, record, and order new supplies avoiding excessive surplus or inefficiencies
- Receive orders and document arrivals
- Source and interview vendors; negotiate contracts and costs to ensure the company is receiving the best cost-effective deals
- Designing and implementing an inventory tracking system for optimized inventory control procedures
- Create detailed reports for inventory operations and stock levels

Facility Management & Maintenance (10%)

- Ensuring that basic facilities are well-maintained and conducting proactive maintenance
- Ensuring that facilities meet compliance standards and government regulations
- Overseeing any renovations and refurbishments
- Managing office relocations
- Drafting maintenance reports

Financial Budget Management (25%)

- Design effective budget models for departments and the entire company
- Analyses financial information (e.g., revenues, expenditures and cash management) to ensure all operations are within budget
- Present annual budgets to the leadership team
- Review budget requests for approval
- Forecast future budget needs

- Identify variances between actual and budgeted financial results at the end of each reporting period
- Suggest spending improvements that increase profits
- Review the company's budget for compliance with legal regulations
- Ensure department managers meet budget submission deadlines
- Design and implement effective budgeting policies and procedures

Sourcing & Procurement (35%)

- Communicate performances and costs to management
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Purchase of products/materials
- Determine the lowest cost for products/materials

Compliance & Registration (10%)

- Advise leadership team on the company's compliance with laws and regulations through detailed reports
- Create and manage effective action plans in response to audit discoveries and compliance violations
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or risk
- Assess company operations to determine compliance risk
- Ensure all employees are educated on the latest regulations and processes
- Resolve employee concerns about legal compliance

Education & Qualifications

Bachelor's degree in a procurement, business, finance or a related field

Requirements

- 1-3 years of proven experience in operations
- Experience in industry procedure, cost and term
- Experienced in compiling and following strict budget

Characteristics

- Strong analytical skills and ability to conduct detailed research
- Ability to write clear & concise reports that are easy to understand
- Excellent interpersonal and communication skills
- Critical thinking and problem-solving skills
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Reporting To

Manager: Finance & Operations

Driving Licence

Not Required

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