



# Job Description

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<b>Job Title</b> Deputy Scrap Collection Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> Supply Chain Management
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Manufacturing
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Supply Chain Management: 5 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Deputy Scrap Collection Officer will support the Senior Scrap Collection Officer in managing the daily operations of scrap collection. The ideal candidate will have at least 5 years of experience in supply chain management, demonstrating a strong ability to optimize collection processes, enhance logistics efficiency, and achieve operational targets.

## Responsibilities

- Assist in planning and coordinating scrap collection activities across various sites.
- Supervise and lead the scrap collection team, ensuring adherence to company policies and safety standards.
- Develop and implement efficient collection routes and schedules to maximize resource utilization.
- Monitor and evaluate the performance of collection operations, identifying areas for improvement.
- Maintain accurate records of collected scrap materials and prepare regular reports on collection metrics.
- Liaise with suppliers, customers, and other stakeholders to ensure timely and efficient scrap material collection and disposal.
- Collaborate with the procurement and logistics teams to streamline supply chain processes.
- Ensure compliance with environmental regulations and company standards for waste management.
- Assist in budget preparation and cost management for collection operations.
- Provide training and development opportunities for collection team members.
- Any other qualities aligning with the title and department.

## Education & Qualifications

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.

## Requirements

- Minimum of 5 years of experience in supply chain management, preferably within the waste management or recycling industry.
- Proven track record of achieving operational targets and driving process improvements.
- Strong leadership and team management skills.
- Excellent organizational and time management abilities.
- Proficient in MS Office Suite and supply chain management software.
- Strong communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Valid driver's license and willingness to travel as needed.

## Characteristics

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- Results-driven with a strong focus on achieving operational excellence.
- Detail-oriented with strong problem-solving skills.
- High level of integrity and commitment to ethical practices.
- Proactive and self-motivated.

## Reporting To

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Senior Scrap Collection Officer / Operations Manager

## Driving Licence

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Required

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