



# Job Description

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<b>Job Title</b> Export Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> Sales
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<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: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Sales: 4 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Export Manager will be responsible for planning and coordinating the international shipment of goods, ensuring compliance to all organizational policies and procedures and monitoring transactions and managing all communication with export authorities for all required countries.

## Responsibilities

- Responsible for Marketing and Sales in all Export Markets (Congo, Uganda, Malawi, Zambia, Burundi and Rwanda).
- Analyzing and research current markets.
- Specifying projects in foreign markets and closely follow up for pricing implementation and technical issues.
- Implementing sales and marketing strategy of each market.
- Establishing distributors' networks in the above-mentioned markets.
- Analyzing and research opportunities for new markets and perform risk analysis.
- Uncovering new opportunities and clients whilst maintaining relationship with the existing client base.
- Establishing and monitoring all export procedures ensuring all export sales order for Partners and third parties are per agreed upon terms and guidelines.
- Overseeing the coordination of all export activities, as logistics, pricing and sales relevant to export processes.
- Responsible for coordinating all export deliveries with ocean and air companies as well as transport by trucks.
- Familiar with the needs of the clients on different markets.
- Regularly, following up with export clients to track ongoing shipments and deliveries schedules.
- All other duties as assigned by the supervisor

## Education & Qualifications

Bachelor's Degree in Business Administration, Marketing or equivalent.

## Requirements

- Minimum two (2) years of experience
- Must be willing to travel
- Proficient in Microsoft Office
- Knowledge in construction.

## Characteristics

- Good Communication Skills
- Attention to accuracy
- Communication and presentation skills
- Honesty and clear integrity
- Problem Solving
- Negotiation Skills
- Performance oriented
- Ability to operate in different geographical locations is an added advantage

### **Driving Licence**

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Not Required

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