



# Job Description

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

<b>Job Title</b> Export Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Clearing & Forwarding
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Clearing & Forwarding: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Export Officer will oversee and direct export operations in compliance with tariff and customs regulations.

## Responsibilities

- Assist in planning and overseeing the flow of goods for international and domestic traffic.
- Calculates duties, tariffs, price conversions, weight, and volume of merchandise exported and imported.
- Oversees preparation of documents such as letters of credit, filing tariffs, bills of lading, license agreements, and other correspondence; coordinates other paperwork and documentation necessary to comply with tariffs and customs regulations.
- Serves as a liaison between agents, brokers, banks, shippers, and warehouse facilities.
- Expedites shipping of goods out of the country.
- Resolves customs delays and Complaints.

## Education & Qualifications

At least a Diploma in Clearing and Forwarding

## Requirements

A minimum of two years of working experience

## Characteristics

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Thorough knowledge of shipping regulations and policies.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Leadership skills
- Reliable and Flexible

## Reporting To

Export Manager

## Driving Licence

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Not Required

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