



# Job Description

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<b>Job Title</b> Fuel Card - Back Office Sales Coordinator	<b>Job Location</b> Dar es Salaam	<b>Category</b> Sales
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Oil & Gas

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Sales: 2 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Fuel Card Back Office Officer will assist the Fuel Card Account Manager in driving fuel card sales volumes and managing back-office tasks related to coordinating and monitoring card center operations.

## Responsibilities

- Processing of customer's generated invoice reports and ensuring that they are submitted on time and customers are billed on time.
- Assisting in card operations (card ordering and activation).
- Assisting in customer accounts and station fleet card sales reconciliation and billing.
- Generation of corporate customer prospects.
- Ensuring compliance with statutory requirements for all business dealings.
- Focusing on driving retail card usage by pushing retail card sales at the stations and following up on dormant cards.
- Custodian of card business POS and ensure proper maintenance for effective and efficient usage.
- Any other duties assigned by line Manager or management from time to time.
- Negotiate dealer contracts to deliver at least the minimum Retail business targets.

## Key Performance Indicator

- Focus on retail card usage to contribute 10% to the retail volume equivalent to 200,000 liters.
- Activation of 10 new retail cards at the station per week.
- Communication with dormant retail card users to reactivate.
- Generation of 11 corporate prospects per week e.g. schools, NGOs, government institutions, private organizations etc

## Education & Qualifications

- BBA or B.Com. Marketing

## Requirements

- 1-2 Years experience in sales and marketing
- Excellent analytical skills at all levels
- Excellent comprehension skills to understand stock management.

## Reporting To

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- Customer Service Centre Manager

## Driving Licence

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Not Required

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