



Job Description

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

Minimum Requirements

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

Summary

The Import officer will verify and maintain records of incoming and outgoing goods by overseeing and directing all import operations in compliance with tariff and customs regulations.

Responsibilities

- Consultation of the clients regarding insurances, duties and taxes
- Monitoring of the shipments to ensure the compliance of regulations
- Maintenance of customer relations and participation in the organization's sales activities
- Assessment of new marketing and sales opportunities as well as presentation of those estimations to the respective managements
- Ensuring the efficiency and effectiveness of all imports
- Monitor and provide response to all custom inquiries and requests and obtain required product certifications for all import products for custom clearance

Education & Qualifications

At least a Diploma in Clearing and Forwarding

Requirements

A minimum of 2 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

Import Manager

Driving Licence

Not Required

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