



Job Description

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Job Title Maintenance Supervisor	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Maintenance Supervisor is responsible for overseeing operational maintenance and warehouse activities, including managing the warehousing team, ensuring equipment and machinery availability, addressing power-related issues, and maintaining accurate, timely operational reports. The role also ensures effective coordination between office and ground teams, daily inspections, and smooth administration of operational functions while maintaining a safe and orderly work environment.

Responsibilities

- Collect all operational maintenance data and compile required report
- Manage the warehousing team and ensure each member has a job description and the performance evaluated continuously for all maintenance related.
- Ensure that all compiled reports are accurate, up to date and sent in time.
- Confirm availability of the machines and equipment for the team.
- Fixing all power issues for the office and warehouse.
- Maintain proper communication with the office and the ground operation team.
- Compile daily scales inspection reports, and machines.
- Maintain a clean, neat and orderly work area.
- Coordinate all administrative functions involved in operations.

Education & Qualifications

- Diploma or bachelor's degree in Mechanic & Electrical engineering or a related field.
- Relevant technical or maintenance certification is an added advantage.

Requirements

- At least 3–5 years' experience in operations, maintenance, or warehouse supervision.
- Proven experience managing warehouse or operational teams.
- Hands-on experience with equipment, machinery maintenance, and power systems.
- Experience in compiling and submitting operational and maintenance reports.

- Electrical knowledge
- Mechanical knowledge
- Warehouse operations

Characteristics

- Initiative to work independently.
- Team management experience
- Computer competency (MS Office – Excel, Word, Power point, Publisher, Email and Outlook)
- Data entry, management and reporting.

Driving Licence

Not Required

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