

# **Job Description**

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Job Title Job Location Category

Office Supervisor Mbeya Admin & Clerical, Logistics

Job TypeJob levelIndustryFull TimeJunior-

Open to Expatriates

Only Open to Tanzanian Nationals

# **Minimum Requirements**

Min Budget Max Budget Primary Industry

- -

Secondary Industry Primary Category Secondary Category
- Admin & Clerical: 1 Years Logistics: 1 Years

Certificate Qualification

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# **Summary**

The Core responsibility of the Office Supervisor is to supervise the overall day to day functions of the Office, in line with internal policies and procedures. To act on behalf of the finance team by carrying out the office procurement and cash management functions. Also, to manage and work closely with drivers, admin assistant, cleaners, guards and gardeners

## Responsibilities

1. Inventory Management

#### **Documentation**

- Receive all items to the store by crosschecking the delivery note or Goods Received Noted (GRN) against the Local Purchase Order (LPO)
- Ensure that the quality and quantity of items received are in line with LPO before signing the Delivery note/GRN
- · Support staff in filling the inventory voucher request
- · Maintain an accurate paper trail of all inventory transactions and movements

# Warehousing

- Maintain access to the stores and ensure the keys are kept safely at all times.
- Maintain the layout and organization of the store in a manner that facilitates safe and efficient storage and release of inventory goods.
- Ensure that any items disposed from the stores are done so in compliance with organisation procedures.
- Insure all inventory are properly tagged with bin cards and tagging numbers for ease of reference
- Conduct a physical stock count at the end of each month. No stock movement is allowed on the day of the physical stock
- Document inventory report(s) on a weekly basis or as determined by the Operations team

# **Inventory Movements and Tracking**

- Ensure the timely movement of items from the store to the end user. When issuing items from the store, he/she ensure an inventory issue voucher is prepared, authorized and signed to validate the movement in compliance with organisation procedures.
- Ensure that all broken items that cannot be repaired at office site, are sent to either Mwanza or Dar dev warehouses (depending on proximity).
- · Support field teams in distribution of inventory items and maintain stock register for all supplies and goods

#### **Supplies and Asset Management**

- · Responsible in tracking and maintaining the office's asset registry and advises Management on status of the office assets
- Manage and maintain the stocks and assets records and assets disposal (mobile devices, laptops, phones etc.). at field level in coordination with country office and as per disposal policy
- Responsible with the day to day management of office sundries, furniture, office equipment's and stationary and ensure stocks are timely replenished.
- Responsible in maintaining the office facilities and make any adjustment where necessary with consultation with the landlord.
- Supervise the service and maintenance of the office generator and LUKU consumptions.
- · Provide any other support to field office as assigned by the Line manager

## **Compliance Tracking**

- Maintain an attendance register for staff and provide the HR team with weekly attendance reports
- Responsible with the day to day management of the office cleanliness and ensures the office is kept neat and tidy at all times.
- Kept track of all office contract expire dates (lease agreement, security services etc.)
- Update the finance department with the assets/stocks lists and records as and when required for audit compliance

## Safety & Security

- · Act as Safety and Security focal person at the office level and provide appropriate advice to staff as and when required
- Responsible in managing and assigning tasks to the cleaners, guards and guarders
- 3. Cash and Procurement Management

## **Cash Management**

- Manage day to day transaction of petty cash
- · Controls the outflow cash, payments, reimbursements, and reconciliation of petty cash
- Management and ensuring all policies and procedures are followed;
- Facilitate cost savings for services (e.g. electricity, non-perishable office supplies etc.) and/or goods that can be purchased in bulk and/or special discount terms with vendors
- Documents all cash flows accordingly and balances cash book on a daily basis;
- Provides cash management reports to management as needed.
- Maintain organized and submit hard copy and soft copy files of all critical financial documents, including but not limited to receipts, invoices, and claims;

#### **Procurement**

- Responsible with all office related procurement working in close collaboration with the Logistics Officer (where applicable)/Regional Sales Manager/Field Service lead in sourcing for quotes, preparing CBA and processing orders
- 4. Fleet Management

## Coordination and Tracking

- Responsible with the day to day coordination of vehicle and driver allocations as per the agreed weekly field trip plan that is developed in coordination with the Regional Sales Manager and Field Service lead.
- Responsible in collecting and preparing monthly fleet reports and forwarding to the Logistics manager at the end of each month
- Evaluate, manage and monitor driver's performance Compliance, Safety & Security
- Responsible with the overall safety and security of the vehicles wellbeing and conditions, including being the first contact in case of any issues in the field, delays, change of plans and/or emergencies.
- First contact for any damages, maintenance and repairs that are required in support of vehicle roadworthy

## **Education & Qualifications**

- . Minimum of Diploma in material management, procurement, accounts or related fields
- At least minimum of one-year experience in the same or related position

## Requirements

• Experience working in the solar industry is an added advantage.

- · Strong interpersonal and team skills,
- · Fluency with Microsoft Word and Excel;
- A quick learner at using other computing systems, demonstrated by your knowledge of other platforms (QuickBooks, Dropbox, Calendar, etc.);
- Experience with basic bookkeeping and managing cash and expenses;
- Fluency in written and spoken English.

#### Characteristics

## Communication:

- Receiving and conveying messages correctly;
- · Proactive in communicating issues and risks;
- Escalating challenges where relevant;
- · Seeking feedback

## Ownership & Accountability:

- · Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling orgnisation values
- · Holds the broader team and partners accountable to deliver on their responsibilities
- · Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
- · Honest, encourages openness and transparency
- Driven to finding solutions and seeking input when needed
- · Develops and encourages new and innovative solutions

## **Customer-Centric:**

- · Ability to empathize with the customer when addressing their needs
- · Proactive in ensuring our customer facing activities happen as smoothly as possible
- Ability to manage customer expectations

# **Reporting To**

• Logistic Manager

## **Driving Licence**

Not Required

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