



Job Description

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Job Title Operations Officer	Job Location Dar es Salaam	Category Logistics
Job Type Full Time	Job level Intermediate	Industry Agriculture
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Logistics: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Operations Officer is responsible for overseeing the day-to-day operations of the operations team, shipping daily related orders, receiving produce, inventory management, demand/supply and order management planning, quality control, safety, and reporting.

A successful Operations Officer is a motivational leader, responsible for engaging their team at every start of the day to achieve the highest levels of performance, safety, quality and attendance.

Responsibilities

- Lead, manage and direct associates and casual team to meet or exceed operational goals, as well as monitoring performance, quality, and providing coaching and development
- Accountable for ensuring accuracy and on-time shipments, appropriate staffing levels and people utilization, and ensuring product quality; provide periodic reports to the Operations Lead.
- Communicating policies to associates and act as the primary information source for the team, maintaining compliance and consistency and taking corrective action when needed
- Directing and ensuring top services to farmers/customers
- Developing performance goals and objectives to ensure accuracy, quality and customer expectations are met
- Maintain health and safety standards within the distribution center and promote a positive health and safety culture onsite
- Direct and oversee job assignments and plan daily, weekly, monthly, and peak season labor schedules
- Assists with training material movement operations and casual staff.

- Plan, assign, and directs work.
- Responsible for On the Job Training. Ensures compliance with Comprehensive Safety Procedures.
- Responsible for ensuring company's production goals for specific produce are met
- Direct and coordinate plant operations within company policy and guidelines.
- Coordinate set up and implement standard operating procedure for all production operations.
- To ensure company's vehicles are used in a proper way.
- Perform any other duties assigned by the management.

Education & Qualifications

- Diploma in a business-related field with other operational type fields

Requirements

- 2+ years progressive experience in a fast-paced, high volume distribution operation which included automation
- A Minimum of 1+ years prior experience managing a team; demonstrated leadership skills and ability to manage staff
- Experience in a B2C or E-Commerce warehouse operations preferred

Characteristics

- Strong decision making and problem-solving skills.
- Project Management skills.
- Comfortable communicating and collaborating with different personalities, cultures, and experience levels; promoting a culture of safety, inclusivity, and respect.
- Time Management skills.
- Strong background using Mobile Apps for works such as Farmer Group Software, QuickBooks, ERP Systems, Sales Force Automation, etc.
- Proficiency using Microsoft Office.
- Knowledge of Lean Manufacturing principles and tools.
- Logistical skills.
- Tech savvy.
- Analytical, problem-solving, and decision-making skills.
- Good verbal and written communication skills.
- Strong interpersonal skills.
- Process design and improvement.
- Project management & multi-tasking.

Driving Licence

Not Required

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