



Job Description

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Job Title Procurement & Logistics Executive	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Manufacturing

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Support and manage all assigned procurement and logistics functions, ensuring the efficient and effective management of suppliers/service providers, extracting maximum value, and providing for the procurement and supply chain needs of the company, support development of customer service processes and being deputy of Head Procurement & Logistics

Responsibilities

Key Responsibilities and Accountabilities:

- Control the stock movement of raw material, finished goods, spare parts; minimal stock control for procurement planning
- Projecting stock levels and actively involved with sales forecasts
- Coordinate the plan with sales team on dispatches goods as required.
- Coordinate with production team on material issuing for production and receive finished goods
- Update stock in system and maintain delivery related documents.
- Schedule and oversee warehouse team to meet the demands of the business and manage the flow and quality of work to maximize efficiency and minimize overtime
- Oversee and manage logistics utilized to transport products to customers and internal facilities , communicating with drivers to ensure efficient loading and departure.
- Liaising with nominated transporters for truck allocation and trucking of trucks Ex-factory to delivery locations
- Compile report on various aspects of changes in production or inventory.
- Organize and maintain the stock in the store / Warehouse in an orderly manner.
- Ensure timely delivery of goods according to dispatch plan
- Monitor and guarantee all the complete documentation for the purpose of dispatch of the goods (Import & Export), maintain records of supplier contracts, agreements, goods ordered received
- Issue order forms in the SAP system for the supply of equipment, services, and products with the appropriate authorizations
- Conduct Monthly Inventory counts and required reports.
- Implement good practice for storage & handling of goods.
- Organize the procedures for paying suppliers' invoices in accordance with the deadlines and other formalities applicable for this purpose
- Ensure Implementation of the Local Procurement Manual (ensuring local, global policies and procedures)
- Support Head Procurement & Logistics in negotiating local volumes, processes, quality level and prices for raw materials and trading goods in close liaison with Area/Regional procurement support functions
- Managing the procurement supplier relationships for assigned vendors
- Provide support in the selection of suppliers as well as the preparation of contracts for the supply of goods and services, ensuring transparency and exemption in their interventions

- Provide costing of imported goods
- Identify efficiency improvement opportunities
- Establish and maintain a database of potential suppliers of goods and services
- Understand and provide support in dealing with relevant government stakeholders in relation to imports and exports, including TBS, TRA, GCLA and clearing agents.
- Be deputy of Head Logistics and Procurement
- Support further development of customer service processes

General:

- Undertakes such additional duties which may from time to time be assigned to the employee in the discharge of his / her duties.
- To ensure that a correct and proper image of the Company is maintained at all times.

Education & Qualifications

Relevant tertiary qualification in procurement or business management

Requirements

- 2-3 years working experience within a procurement environment Experience in international companies is an asset
- General knowledge of ERP systems – Axapta / SAP advantageous
- Good command of MS Office (Word, Excel and PowerPoint)

Characteristics

Competencies Required

- Self-starter
- People skills
- Organizing skills
- Attention to detail
- Good communication skills
- Good interpersonal, written, verbal, communication and leadership skills Sense of responsibility
- Ability to identify and implement new procedures and processes Results oriented
- Excellent judgement and decision making
- Excellent analytical, critical thinking and strategic skills Self-directed, efficient, consistently meet stringent deadlines

Special requirements

- Regular and on time attendance
- Will be required to work overtime
- Overseas travel may be required.
- Flexibility

Driving Licence

Not Required

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