



# Job Description

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<b>Job Title</b> Supply Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Oil & Gas
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 1 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Supply Officer will be responsible to support the Supply Manager in providing supply and stock management leadership to the business by coordinating these functions for LPG and fuel while minimizing cost and maximizing revenue for the company.

## Responsibilities

- Responsible for implementation of the LPG and fuel supply and stock management plan, focusing on optimizing supply and inventory levels to ensure product availability, support revenue growth, and avoid overstocking risks.
- Preparation of LPG and fuel monthly ordering requirements in line with the business demand in such a way that it ensures maximum revenue and minimum storage costs and losses. Ensure effective alignment and coordination of the LPG and Bulk Procurement ordering process with other key business areas.
- Ensures process flow of the individual transactions within the Mass Balance report is smooth and timely. Serves as gatekeeper for other teams to highlight and identify issues that require immediate attention.
- Maintain and monitor LPG and fuel stock projection, ensuring optimization of product stock levels in line with appropriate control standards and all company policies.
- Ensure timely and accurate LPG and fuel product costing and posting in ERP system.
- Review and preparation of invoice payments related to petroleum supply ensuring timely and accurate financial processing.
- Manage compliance and operational issues related to LPG and fuel supply.
- Manage localization of Transit Products effectively.
- Any Other Job as may be assigned to you by your superior

## Education & Qualifications

- Bachelor's Degree or equivalent in Mathematics, Engineering, Business Administration, or any related field.

## Requirements

- 1 - 2 years' experience in Petroleum Supply, Stock or Logistics Operations.
- Conversant with ERP systems such as SAP, SAGE X3.

- Advanced excel experience.

## Characteristics

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- Strong Analytical Skills.
- Planning and Organizational Skills.
- Strong in computer and ERP, in particular, MS Office, namely Excel, Project and Power Point
- Working to Deadlines, strongly organized and structured.
- Innovative.
- Self-motivated and proactive
- Team player and reliable

## Reporting To

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Supply Manager

## Driving Licence

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Not Required

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