



# Job Description

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<b>Job Title</b> Transit Operation Coordinator	<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

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

**Transit Operation Coordinator** will be responsible:

To ensure facilitation of transit transactions such as invoicing, billing and other transactions between Head office, company and transit customers. To ensure that Head office stock transaction is reconciled and the stock position in head office and other parties.

## Responsibilities

- Liaise with all necessary parties in operations, finance, logistics, Head Office and transit marketing to perform various functions as well as external parties such like transporters, third party depot, authorities.
- Managing and Coordinating with PBPA in relation to vessel and invoices
- Understanding and adhere to all legal requirements and procedures for transit stock to ensure the efficient and optimal transfer of stock from TIPER to Depot or other third parties storage facilities and then cross border transfer to customer.
- Provide effective customer service through availability, delivery, administration, quality and the quick and effective resolution of queries and complaints.
- Ensure all documentation and files are maintained and up to date.
- Keep Track of head office Stock and stock movements daily and inform head office and finance of stock position on a daily basis.
- Timeous sending information to head office for invoicing of transit storage and handling fees.
- Advise finance of transit debit/credit notes to be raised against transporters on transit losses or truck accident.
- Ensure all documentation required by TRA in the event of an audit is always maintained.
- Resolve any queries rise in connection with the transit business cycle.
- Check all invoices for company raised for product purchases.
- Resolve pricing issues with head office
- Prepare and update stock pricing file.
- Maintaining high level of accuracy.
- Maintaining Effective communication with customers/client outside the country.

## Education & Qualifications

- Bachelor of Science in Logistics, Finance.
- Bachelor of Business Administration.

## Requirements

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- Minimum of 2-3 years' experience in international company
- Stock Management and Administration skills.
- Microsoft Excel, Outlook
- A proven track record in petroleum product supply coordination will be an added advantage
- Knowledge of taxation system in Tanzania

## Characteristics

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- Flexible, confident, innovative and proactive
- Have the ability to make decisions on own in absence of support
- Alert and ever vigilant. High level of integrity and honesty.
- Communicate with customers and other stakeholders at all levels of the business
- The ability to communicate effectively in English with teams & management
- A proven track record in petroleum product supply coordination will be an added advantage

## Reporting To

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Transit and Bunker Manager

## Driving Licence

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Not Required

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