



Employment Opportunity

Position: Dispatch Clerk II

Reporting to: Weighbridge Supervisor **Location:** Tanga

Key responsibilities:

Responsible for Weighbridge administration ensuring compliance with procedures

Principle Accountabilities:

- Accurate weighing and recording of truck weights
- Preparation of daily and monthly weighbridge reports
- Plan, coordinate and control plant operations
- Customer Care
- Ultimate responsible for safe working practices especially areas of responsibility.
- Environment: Ensure environmental procedures are complied with, identify and manage the environmental aspects and impacts in his/her area and instil environmental awareness culture in his/her area.
- Any other duties as may be assigned

Key requirements:

Education

- Diploma in Accounting or its equivalent

Experience

- 2-3 years' experiences

Knowledge & Skills

- Reasonable independent and able to resolve own difficulties
- Basic knowledge of accounting principles
- Computer literacy
- Able to organize work properly
- Totally honest and trustworthily
- Attention to detail
- Accuracy
- Able to think things through logically
- Timeously

Salary and Benefits

The Company offers attractive salary and benefits in line with the candidate's qualifications, skills and experience.

How to Apply

Send your CV and copies of relevant certificates by email to vacancies@simbacement.co.tz, on or before 11th December 2018.

Only shortlisted candidates will be contacted.