



Position: Depot Administrator **Reporting to:** Depot Supervisor
Terms: Two (2) years fixed terms contract
Locations: Dodoma, Kigoma, Makambako, Morogoro, Moshi, Mwanza and Shinyanga

Key responsibility

- Responsible for receiving, organising and monitoring cement stocks.

Principal Accountabilities

- Receive and issue cement;
- Physical placement of cement;
- Service management;
- Ultimate responsible for safe working practices especially at 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.

Key requirements

Education

- Diploma related to logistics or warehousing or high/ordinary level secondary school with 3 years' experience.

Knowledge and Specific Experience

- Minimum of 1 year' experience in activities related to depots operations/warehousing.
- Basic knowledge of depots operations.
- Good knowledge of stocks management.
- Good knowledge of customer service.
- Basic knowledge of operational cost controls.
- Basic knowledge of maintenance of depots.
- Good knowledge of SHEQ.
- Good communication skills, interpersonal and relationship skills.

Salary and Benefits

Tanga Cement 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 30th April 2019.

Please indicate your choice of location on the subject. It is highly recommended that applicants from respective locality should apply. Only shortlisted candidates will be contacted.