



**Position:** Dispatch Clerk II **Reporting to:** Weighbridge Supervisor **Location:** Tanga

#### **Key responsibility**

- Responsible for Weighbridge administration ensuring compliance with procedures.

#### **Principal Accountabilities**

- Accurate weighing and recording of truck weights
- Plan, coordinate, and control plant operations
- Ensure customer satisfaction
- Resolve complaints accordingly
- 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.
- Any other duties as may be assigned Line Management

#### **Education**

- Diploma in Marketing/Accounting/Finance or its equivalent

#### **Knowledge and Specific Experience**

- 2 -3 years' experience
- Reasonable independent and able to resolve own difficulties
- Basic knowledge of accounting principles
- Computer literacy
- Able to organize work properly
- Honest and trustworthily
- Good attention to detail
- Accuracy
- Able to think things through logically
- Timeously
- Knowledge of filing systems
- Very good knowledge of MS Office and office equipment
- Good command of English both oral and written
- Dependable with a respect to confidentiality and policies
- Excellent organizational skills

*Tanga Cement Plc is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

#### **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](mailto:vacancies@simbacement.co.tz) , on or before **Monday 18<sup>th</sup> July 2022**.

Only shortlisted candidates will be contacted.