



Logistics Assistant: Clearing and Forwarding

Job Title: Logistics Assistant (Customs Clearing and Forwarding)

Location: Dar Es Salaam

Reports TO: Project Supervisor

Start Date: Immediately

Overview:

We are seeking a detail-oriented and proactive Logistics Assistant with expertise in customs clearing and forwarding to join our team. The ideal candidate will have a strong background in coordinating and managing logistics operations, particularly in navigating customs regulations and facilitating the movement of goods efficiently.

Responsibilities:

- **Customs Clearance:** Handle customs documentation, including preparation and submission of import/export documentation, ensuring compliance with relevant regulations and standards.
- **Forwarding Operations:** Coordinate and manage the forwarding process for shipments, liaising with carriers, freight forwarders, and other stakeholders to ensure smooth transportation and delivery of goods.
- **Logistics Coordination:** Assist in coordinating logistics activities, including scheduling transportation, tracking shipments, and optimizing delivery routes to maximize efficiency.
- **Compliance Monitoring:** Stay updated with changes in customs regulations, tariffs, and trade agreements to ensure adherence to legal requirements and optimize import/export processes.
- **Documentation Management:** Maintain accurate records of shipments, customs documents, and other logistics-related paperwork to facilitate auditing and reporting as required.

- **Communication and Collaboration:** Work closely with internal teams, external vendors, and customs authorities to resolve logistics issues, communicate shipment statuses, and ensure timely delivery.
- **Problem Solving:** Address and resolve any logistical challenges or delays in the transportation process, seeking solutions to minimize disruptions and maintain on-time deliveries.

Qualifications:

- **Experience:** Minimum of 2 years of experience in logistics, with a focus on customs clearing and forwarding operations.
- **Knowledge:** Proficient understanding of customs regulations, import/export procedures, documentation lodgings with TICS and documentation requirements. Familiarity with customs software/tools is a plus.
- **Organizational Skills:** Strong organizational and multitasking abilities to manage multiple shipments and tasks simultaneously while maintaining accuracy and attention to detail.
- **Communication:** Excellent verbal and written communication skills to interact with diverse stakeholders and authorities effectively.
- **Problem-Solving:** Proven ability to identify logistical issues, troubleshoot problems, and implement effective solutions in a timely manner.
- **Team Player:** Capable of working collaboratively within a team environment and independently when required.

Education:

Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field is preferred.

Location:

Application:

To apply, please submit your CV along with a cover letter detailing your relevant experience in customs clearing, forwarding, and logistics operations to jobs@tabono.co.tz or apply via www.tabono.co.tz/careers:

Deadline for Applications is 30th November 2023