



Warehouse Supervisor

Dar es Salaam, Dar Es Salaam, Tanzania, United Republic of
Full Time
Warehouse
Experienced

ACCOUNTABILITIES & RESPONSIBILITY AREAS

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Plan freight movement of imported cargo
- Coordinate the freight movement and customs clearance
- Ensure the import team is aware of daily tasks and reporting
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.
- Perform any other tasks as may be required by the Head of Operations and/or Directors.

EDUCATION, SKILLS AND QUALIFICATIONS

- Experience in port, customs and import regulations in Tanzania
- High school, tertiary education in logistics/shipping an advantage
- Minimum 3-5 years' experience
- Previous experience in supervisory position
- Ability to work in a high pressure environment
- Ability to work effectively with different cultures.
- Strong personality and communication skills to execute tasks within a required time

- Strong communication and administration skills.
- Self-motivation, leadership and management skills
- Ability to use electronic office software, word, excel, email

To Apply, [**CLICK HERE**](#)

Warehouse Senior Admin Controller

Dar es Salaam, Dar Es Salaam, Tanzania, United Republic of

Full Time

Operations

Experienced

1. Essential Skills:

- Clear communication skills ensuring clear and candid information is used
- Computer Literacy to effectively operate core Microsoft office programs and other online management systems
- Faultless administration skills ensuring procedures are being followed accurately.
- Problem solving skills to ensure obstacles to progress are overcome
- Attention to Detail ensuring the right information is captured and communicated in a timely manner.

2. Accountabilities & Responsibility Areas

- Ensure all trucks offloaded
- Containers loaded at warehouse
- Daily reporting to client on stock in warehouse
- Assisting with shipping arrangements on exports
- Any and all reports both internally and to client
- Communications with client if required in lieu of managers
- Setting up temporary access to the warehouse

3. Qualifications:

- A minimum of University Graduate Degree in any relevant discipline

- Fluent English and Kiswahili
- IT Literacy

4. Cargo Management

1. Drafting Holding Certificates
2. Assisting with filing and data entry management
3. Auditing completeness of filed documents

5. Misc.

1. Monthly HSSEQ reports
2. Filing pre-job safety analysis forms, forklift checklists, equipment maintenance

To Apply, [**CLICK HERE**](#)

Tracker (Tanzania)

Kurasini, Dar Es Salaam, Tanzania, United Republic of

Full Time

Operations

Entry Level

Our Trackers are important to our business because they ensure our trucks arrive at their destinations safely. A Tracker's job is to monitor the location of a truck using the GPS system. A Tracker keeps track of truck fleets, and ensures that the vehicles are being used accordingly; they are also vital in recovering trucks in the event of a truck being stolen. Do you have what it takes to be a Tracker?

1. Essential Skills:

- Clear communication skills ensuring clear and candid information.
- Computer Literacy to effectively operate and manipulate online management systems.
- Faultless administration skills ensuring accurate and efficient procedures.
- Problem solving skills to ensure obstacle to progress are overcome.

2. Qualifications:

- A minimum of Certificate or Diploma in any relevant discipline and/or equivalent vocational experience in Transport / Logistics service support.

- Fluent English and Kiswahili.
- IT Literacy.

3. Overall Purpose

- To work as part of a team in the tracking call centre and function as a vehicle tracking operator.

4. Accountabilities & Responsibility Areas

- Responsible for monitoring and recording truck location and status.
- Communicate any issue that prevents the efficient transit of Alistair Group Cargo to operations & support staff.

To Apply, [**CLICK HERE**](#)

Group Warehouse Operations Manager - Dar Es Salaam

Dar Es Salaam, Tanzania, United Republic of
Full Time
Senior Manager/Supervisor

Overall Purpose

To efficiently oversee the warehousing and logistics function, to plan and coordinate all business processes to ensure smooth transportation of goods and materials to relevant destinations. (This includes budgeting, reporting, maintaining relationships with vendors etc)

To effectively supervise the end-to-end supply chain management projects

Reports to: Head of Warehousing

Based: Dar Es Salaam, Tanzania

Duties & Responsibilities

Drafting daily reports for the Head of Warehousing based on all active operations, revenue reporting and risk forecasting.

Ensuring warehouse systems and SOP's are implemented and followed at all times.

Oversee and direct the company warehouse day-to-day activities in line with Alistair Group objectives

Facilitate/implement freight processes

Oversee budget review and approval of project expense

Accountable for achieving business goals in line with overall company strategy agreed upon with the Head of Warehousing.

Plan the goods and materials movement, distribution and storage to ensure excellent customer service at all times.

Plan and direct full cycle and delivery to ensure timely delivery and arrival of goods and materials to relevant destinations.

Coordinate transit inventories and materials .

Supervises daily work schedules for own team members, monitoring performance, discipline and achievement of targets .

Formal Training/Education/ Experience

Completed Degree in business, supply chain or related

At least 7 or more years' experience in a logistics/clearing & forwarding environment

Management/operational management experience

Knowledge and experience of sea freight, customs and import regulations in Africa

Knowledge & Skills

Good organisation and planning skills/tracking skills

International/African exposure.

Strong problem-solving skills

Excellent communication skills and analytical skills.

Customer service/client-facing skills.

The ability to accept criticism and work well under pressure.

Leadership skills.

Knowledge of transportation/freight methods, costs and benefits.

The ability to collaborate with management and work well with others.

Excellent verbal communication skills.

To be thorough and pay attention to detail.

Keep up to date with relevant software and advanced level use of full Microsoft package and current industry related software/tool

To Apply, [**CLICK HERE**](#)

Client liaison and Fleet Planning

Dar Es Salaam, Tanzania, United Republic of

Full Time

Mid-Level

Are you a goal-oriented, driven individual who enjoys communicating with people? Do you swim against the stream and question things? Do you have experience with taking a fast-growing business to greater heights? Are you looking for an environment that challenges you into becoming your best you? If yes, then you might be perfect for our Client Liaison role!

Hours: Monday to Friday plus alternate Saturday mornings

Job summary

General Leadership / Management Responsibilities:-

- Serve as the liaison between the Fleet teams and other support function, and work closely with department managers to understand and meet their needs.
- Collaborate with division and department leaders; prepare and implement strategic long-range plans and forecast for space, operational, maintenance and equipment requirements; assist in the preparation, coordination and control of the capital improvement budget for Alistair.
- Develop and manage department goals, objectives, policies, and procedures; recommend modifications as deemed appropriate and hold team and others accountable.
- Provide oversight and leadership to direct reports. Set direction, evaluate performance, and align necessary resources to develop, motivate and inspire the team to achieve high results with a quest for continuous improvement.
- Maintain detailed cost management records and continually review the profitability of fleet and facilities.
- Conduct quality control and safety inspections of facilities, fleet and equipment; ensure adherence to safe work procedures.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the industry; incorporate new developments to provide a competitive advantage.

Fleet Responsibilities:-

- Manage the Organization's fleet management program, including acquisition, leasing, utilization, preventative maintenance, repair and replacement of vehicle and equipment fleet.
- Promote a return-on-investment strategy for assets that includes creative revenue streams and detailed cost management.

- Participate in annual budget development for staffing, maintenance contracts, vehicles, equipment, materials, and supplies; monitors and approves expenditures.
- Approve or decline Manual purchase orders raised
- Maintain records to track vehicle registrations, titles, etc by supervising Compliance officers
- Perform other duties as assigned or requested by leadership.

Client Liaison Responsibilities:-

- Prepare and distribute work detailed monthly, quarterly and yearly reports to clients.
- Provide required information and documents to clients.
- Be the main point of contact for all Alistair Group clients
- Provide support and assistance to other management teams.
- Confirm invoices prior to being sent out to respective clients
- Provide feedback to management on areas of improvements and recommend implementation of enhanced processes.
- Monitor client satisfaction through follow up on solving client issues and problems.
- Initiate measures to research and resolve client raised issues and collaborate with clients to identify and implement value-added services.
- Supervise Assistant client liaisons
- Follow up with relevant vendors providing trip-related services to ensure the unimpeded running of trips
- including Clearing agents, loading supervisors/warehouses, offloading supervisors/warehouses

Essential Skills:

- Leadership skills to motivate and inspire team members
- Clear communication skills ensuring clear and candid information
- Strong management skills ensuring efficient use of resources
- Computer Literacy to effectively operate and manipulate online management systems
- Faultless administration skills ensuring accurate and efficient procedures
- Problem solving skills to ensure obstacle to progress are overcome

Qualifications:

- A minimum of University Graduate Degree in any relevant discipline or equivalent vocational experience in Transport / Logistics service support
- LEAN SIX SIGMA (Desirable)
- Project Management (Desirable)

- Business Management (Desirable)
- Safety Management (Desirable)

Alistair Group is a fast-growing company offering Logistics solutions in Eastern and Southern Africa, growing from 2 to 400 trucks in only 13 years with a vision 'To be known as the company that makes Africa work better'

To Apply, [**CLICK HERE**](#)

Clearing & Forwarding Declaration Officer (Tanzania)

Dar Es Salaam, Tanzania, United Republic of

Contracted

Clearing

Mid-Level

Clearing & Forwarding Declaration Officer (Tanzania)

Reporting to: - Head of Clearing & Forwarding

Hours: Monday to Friday plus alternate Saturdays

A versatile problem solver who likes to work with clients, internal and external, to make their lives easier and their businesses more profitable.

What makes you the right person for this role?

Our values resonate with you - *Humility, Honesty, Continual Improvement, Customer Focus & Safety.*

You enjoy working in an agile team and have the ability to work independently, take initiative and ownership on projects. You are solutions-oriented and keen to build a world-class solution offering the best possible customer experience

2. Qualifications:

- Diploma/ Degree in Clearing and Forwarding or any related.
- A minimum of 3 years of experience in Clearing & Forwarding for Local Imports, border clearing, and transit goods.

- Comprehensive HS code knowledge and a high degree of accuracy in identifying and using the correct ones.
- Ability to maintain good working relationships with all stakeholders in the field.
- Good interpersonal relations and communication skills.
- Flexible in work habits and schedules, ready to work for longer hours when required.
- Must have knowledge of government procedures & customs laws relating to imports, exports, and transit goods for air, sea, and road freight cargo.
- Possess a high degree of integrity, honesty, and confidentiality.
- Fluent English and Kiswahili

3. Overall Purpose

- To work as part of a team in the clearing & forwarding department and function as a Declaration Officer.

4. Accountabilities & Responsibility Areas

- Tracking shipments, updating our database on arrival information, and ensuring correct shipping documentation is in place in advance.
- Undertake all declaration procedures for imports and exports
- Application of IDFs (Import Declaration Form)
- Advise the management on the correct and most preferred course of action to overcome technicalities that may arise in declaration or clearing operations
- Bonds management and cancellation procedures
- Follow up correspondence between various statutory bodies and other parties
- Obtain customs release for exports and truck border consignment
- Ensure correct use of Tanzania Revenue Authority Tariffs
- Ensure that correct values are used during declaration and other related procedures to avoid losses that may accrue as a result of penalties.
- Establish and maintain a working relationship with the customs office
- Perform any other relevant duties that may be assigned by the supervisor within the scope of the position.

To Apply, [**CLICK HERE**](#)