

28<sup>th</sup> December 2023

## VACANCY ANNOUNCEMENT

### **Weighbridge Clerks (2)**

Mbeya Cement Company Limited (Lafarge Tanzania) is a subsidiary of Holcim Group headquartered in Switzerland, with operations in Africa, Europe, Asia and America. Holcim is a leading global company providing innovative and sustainable building and construction solutions.

Lafarge Tanzania is seeking to recruit highly motivated **Weighbridge Clerks (2 positions)** to be based at the **Mbeya Plant** under a permanent employment contract. The positions will report to the Logistics Coordinator.

#### **Summary of Roles and Responsibilities:**

- a) Ensure trucks are accurately placed and measured on the weighbridge;
- b) Efficiently operate the weighbridge to record weights of vehicles;
- c) Issue weight measurement tickets providing readings of vehicle and load weight;
- d) Maintain accurate records in M-LOAD and SAP-B1 (all transactions related to receipts, dispatch and invoicing);
- e) Ensure flawless and efficient receipt and dispatch of all materials; both outbound (cement and clinker and any other miscellaneous sales e.g. scraps, grinding media, etc.) and inbound (coal, gypsum, iron ore, slag, purchased clinker, clay, limestone, etc.);
- f) Maintain all relevant receipts, dispatch and invoicing documents by properly filling them both physically and electronic;
- g) Implement all sales administration and weighbridge activities in line with the Lafarge Tanzania guidelines.

#### **Qualification:**

**Education:** Bachelor degree in Business Administration, Finance, Accounting, Procurement, Materials/Warehouse Management, or Logistics. Possess at least one year working experience in a cement manufacturing industry.

#### **Technical Competencies /Additional skills:**

- Planning, organizing and controlling.
- Teamwork and collaboration.
- Assertive, attentive to details, excellent interpersonal and influencing skills and a proven team player.
- Positive attitude towards work and people.
- Self-motivated and committed.
- Ability to work independently within company guidelines with good time management skills.
- Problem-solving, analytical and decision making.

#### **How to Apply:**

Applicants are invited to submit their resumes and cover letters via [mcc.recruitments@lafarge.com](mailto:mcc.recruitments@lafarge.com) indicating the position applied for in the subject of the email.

**Deadline for application: 04<sup>th</sup> January 2024**