

we're hiring.



Location: Dar es Salaam, Tanzania

Driver - Administration

DUTIES AND RESPONSIBILITIES

- ▶ Ensure that vehicles have all safety equipment including jacks, spare tires, fire extinguishers, wheel spanners etc.
- ▶ Carry out pre-start check on the vehicles and promptly report technical malfunctions to the manager.
- ▶ Ensure proper vehicle maintenance in compliance with safe driving standards.
- ▶ Maintenance of vehicle log and fuel consumption documentation; Preparation of daily Vehicle Usage report, including trip use, mileage and fuel consumption.
- ▶ As a driver always accountable for vehicle cleanliness on the outside and inside at all times.
- ▶ Reporting immediately in case if any vehicle accident and defects, preparing work orders and send vehicles to the workshop for maintenance.
- ▶ Undertake driving duties as assigned by manager, ensuring strict adherence to traffic rules and regulations as well as speed limits.
- ▶ Carry out airport and hotel pick-ups and drop-offs.
- ▶ Assist with picking office purchases from suppliers.
- ▶ Handle with good care any equipment or company property that may need to be transported and ensure safekeeping at all times.
- ▶ Maintain professional conduct at all times in compliance with road safety. Be well presented in order to reflect a good image of the company at all times.
- ▶ Provide timely pick-up of personnel and transport them to various destinations. Ensure use of proper communication language at all times.
- ▶ Comply with all company technical and operational standards, including those in relation to health,

QUALIFICATIONS AND EXPERIENCE

- ▶ Secondary School Certificate
- ▶ A valid driver's license
- ▶ Class D driving license
- ▶ 3 years driving experience

Subject:

Application for Driver- Administration

Department: Administration

Interested candidates are requested to forward their updated CV to talent@insignia.co.tz

Apply Now

Deadline:

by Wednesday, 24th January 2024

Kindly attach your CV in pdf format.
Only shortlisted candidates will be contacted.



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Location: Dar es Salaam, Tanzania

Truck Driver

DUTIES AND RESPONSIBILITIES

- ▶ Ensure that vehicles have all safety equipment including jacks, spare tires, fire extinguishers, wheel spanners etc.
- ▶ Carry out pre-start check on the vehicles and promptly report technical malfunctions to the manager.
- ▶ Ensure proper vehicle maintenance in compliance with safe driving standards.
- ▶ Maintenance of vehicle log and fuel consumption documentation; Preparation of daily Vehicle Usage report, including trip use, mileage and fuel consumption.
- ▶ As a driver always accountable for vehicle cleanliness on the outside and inside at all times.
- ▶ Reporting immediately in case if any vehicle accident and defects, preparing work orders and send vehicles to the workshop for maintenance.
- ▶ Undertake driving duties as assigned by manager, ensuring strict adherence to traffic rules and regulations as well as speed limits.
- ▶ Carry out airport and hotel pick-ups and drop-offs.
- ▶ Assist with picking office purchases from suppliers.
- ▶ Handle with good care any equipment or company property that may need to be transported and ensure safekeeping at all times.
- ▶ Maintain professional conduct at all times in compliance with road safety. Be well presented in order to reflect a good image of the company at all times.
- ▶ Provide timely pick-up of personnel and transport them to various destinations. Ensure use of proper communication language at all times.
- ▶ Comply with all company technical and operational standards, including those in relation to health, safety and environment and the community in general.

QUALIFICATIONS AND EXPERIENCE

- ▶ Secondary School Certificate
- ▶ A valid driver's license
- ▶ Class D driving license
- ▶ 3 years driving experience

Subject:

Application for Truck Driver

Department: Logistics

Interested candidates are requested to forward their updated CV to talent@insignia.co.tz

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Location: Dar es Salaam, Tanzania

Inbound Raw Material Supply Chain Manager

DUTIES AND RESPONSIBILITIES

- ▶ Lead all activities pertaining to materials management.
- ▶ RM planning for the business based on requirements generated for our Tanzania, Zambia, and Malawi plants
- ▶ Maintain desired stock levels of RM as per plan / requirements across our units in Tanzania.
- ▶ Generate material procurement requisitions as per requirements.
- ▶ Weekly monitoring of stocks and consumption pattern. Provide key input to Imports team.
- ▶ Generate weekly reports for stock status with updated information regarding incoming stocks and expected consumption
- ▶ Tracking of incoming and outgoing consignments in coordination with Imports and Procurement team
- ▶ Monthly review of actual consumption v/s plan and provide key inputs to management for revised planning as need be.
- ▶ Tracking of GIT for RM consignments
- ▶ Active participation in perpetual stock count for key RMs on regular basis
- ▶ Ensure proper warehouse management with accuracy of transactions and stock keeping, including timely postings of all transactions.
- ▶ Work towards eliminating variances for stock of RMs
- ▶ Active participation for stock verification activities in coordination with Internal / External audit team.
- ▶ Implementation of best practices for warehouse management such as MRP, bar coding, bin management, FIFO etc.
- ▶ Cross-functional coordination for corrections, new materials, new suppliers, new codes entries in SAP.
- ▶ Ensure on-time deliveries of RM-PM consignments to our all plants
- ▶ Manpower management for the department, including training of staff. Impart all functional training to staff for various materials management activities.
- ▶ Cross-function coordination for planning, issue, and receipt of material.
- ▶ Maintain records as per QMS & EMS standards Impart any other responsibilities as entrusted by management.

QUALIFICATIONS AND EXPERIENCE

- ▶ Bachelor's degree in supply chain management, logistics, or a related field
- ▶ 5 years' experience as a Inbound Raw material Supply Chain Manager
- ▶ Experience in Chemical Industry is a must
- ▶ Relevant experience in procurement, inventory management, and supply chain operations.
- ▶ Strong analytical, problem-solving, and communication skills are essential, as well as proficiency in supply chain management software and tools.

Subject:

Application for Inbound Raw
Material Supply Chain Manager

Department: Operations

Interested candidates are requested
to forward their updated CV to
talent@insignia.co.tz

Apply Now

Deadline:

by Wednesday, 24th January 2024

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hiring.**

Location: Tanzania

Regional Sales Manager

DUTIES AND RESPONSIBILITIES

- ▶ Developing and implementing sales plans and strategies to achieve regional sales targets.
- ▶ Managing and motivating a team of sales representatives to meet or exceed sales goals.
- ▶ Identifying new business opportunities and potential customers within the region.
- ▶ Building and maintaining strong relationships with key clients and stakeholders.
- ▶ Monitoring market trends, competitor activities, and customer needs to identify sales opportunities.
- ▶ Providing sales training, coaching, and support to the sales team.
- ▶ Analyzing sales data and generating reports to track performance and identify areas for improvement.
- ▶ Collaborating with other departments to ensure alignment and support for sales initiatives.
- ▶ Participating in industry events, trade shows, and conferences to promote the company's products or services.
- ▶ Ensuring compliance with company policies, procedures, and ethical standards.

QUALIFICATIONS AND EXPERIENCE

- ▶ BSc degree in Sales, Business Administration or relevant field
- ▶ 5 years' experience as a Regional Sales Manager
- ▶ Proven work experience as a Regional Sales Manager, Area Manager or similar senior sales role
- ▶ Ability to measure and analyze key performance indicators (ROI and KPIs)
- ▶ Familiarity with CRM software
- ▶ Ability to lead and motivate a high-performance sales team
- ▶ Excellent communication skills
- ▶ Strong organizational skills with a problem-solving attitude

Subject:

Application for Regional Sales Manager

Department: Sales & Marketing

Interested candidates are requested to forward their updated CV to talent@insignia.co.tz

Apply Now

Deadline:

by Wednesday, 24th January 2024

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