



## **EMPORIO TILES TANZANIA LIMITED**

P.O Box: 77943, Plot Number 21, Morocco Area, New Bagamoyo Road  
Nr. Vodacom Building, Dar Es Salaam, Tanzania, Tel: +255 710 745745  
TIN - 133429255, VRN - 40026959P

Join Our Team as a **Social media Assistant!**

Are you passionate about social media and creative content? Do you have a knack for engaging online communities and driving brand success? If so, we want to hear from you!

**Position:** Social Media assistant

**Location:** ABC EMPORIO – DAR ES SALAAM, TANZANIA

**Type:** Full-time

**About Us:** We are EMPORIO TILES TANZANIA LIMITED a dynamic and innovative company in the construction material industry. We pride ourselves on our commitment to excellence and our ability to connect with our audience through compelling social media campaigns.

### **Key Responsibilities:**

- Develop and execute social media strategies to increase brand awareness and engagement.
- Create, curate, and manage content across all social media platforms (e.g., Facebook, Instagram, Twitter, LinkedIn, TikTok, Etc.)
- Monitor and analyze social media performance using analytics tools, providing regular reports and insights.
- Engage with our online community, responding to comments and messages promptly.
- Stay up-to-date with the latest social media trends and best practices.
- Collaborate with the marketing team to align social media efforts with overall marketing goals.

### **Requirements:**

- Proven experience as a Social Media Specialist or similar role.
- Excellent knowledge of social media platforms and their best practices.
- Strong writing, editing, and communication skills.
- Ability to work independently and as part of a team.
- Creative mindset with an eye for detail.
- Familiarity with social media analytics tools (e.g., Hootsuite, Buffer, Google Analytics).
- Bachelor's degree in Marketing, Communications, or related field is preferred.

### **What We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A fun, supportive, and flexible work environment.
- The chance to make a significant impact on our brand's success.

**How to Apply:** If you're ready to take your social media skills to the next level and join a company that values creativity and innovation, we'd love to hear from you! Please send your resume, to [hr@abctanzania.com](mailto:hr@abctanzania.com) with the subject "SOCIAL MEDIA ASSISTANT JOB APPLICATION", before **15/06/2024**.



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Join Our Creative Team as a **Graphic Designer & Video Editor!**

Are you a creative genius with a passion for graphic design and video editing? Do you have the skills to bring ideas to life through stunning visuals and engaging videos? If so, we want you on our team!

**Position:** Graphic Designer & Video Editor

**Location:** ABC EMPORIO – DAR ES SALAAM TANZANIA

**Type:** Full-time

**About Us:** We are EMPORIO TILES TANZANIA LIMITED, a forward-thinking company in the construction materials industry, dedicated to delivering exceptional visual content and engaging media. We believe in the power of creativity to drive brand success and connect with our audience.

### **Key Responsibilities:**

- Design visually appealing graphics for digital and print media, including social media posts, advertisements, brochures, and website content.
- Edit and produce high-quality videos for various platforms, including social media, YouTube, and internal use.
- Collaborate with the marketing team to develop creative concepts and visual strategies.
- Manage multiple projects simultaneously, ensuring timely delivery and adherence to brand guidelines.
- Stay updated on industry trends and incorporate best practices into design and video projects.

### **Requirements:**

- Proven experience as a Graphic Designer and Video Editor.
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects).
- Strong portfolio showcasing a range of graphic design and video editing projects.
- Excellent understanding of visual storytelling, composition, and color theory.
- Ability to work independently and as part of a team.
- Strong communication and time management skills.
- A keen eye for detail and a creative mindset.
- Bachelor's degree in Graphic Design, Multimedia, or a related field is preferred.

### **What We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A vibrant and collaborative work environment.
- The chance to work on exciting projects and make a significant impact on our brand's visual identity.

**How to Apply:** If you're ready to bring your creative talents to a dynamic and innovative company, we want to hear from you! Please send your resume, and a link to your portfolio to [hr@abctanzania.com](mailto:hr@abctanzania.com) with subject "GRAPHIC DESIGN AND VIDEO EDITING JOB APPLICATION", **Before 15/06/202**



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### Join Our Team as a **Sales Executive!**

Are you a dynamic and results-driven sales professional with a passion for the construction industry? Do you have the skills to build strong relationships and drive sales growth? If so, we want you to join our team!

**Position:** Sales Executive

**Location:** Dar es salaam, Tanzania

**Type:** Full-time

**About Us:** We are EMPORIO TILES TANZANIA LIMITED a leading supplier of high-quality construction materials. Our commitment to excellence and customer satisfaction has made us a trusted partner in the industry. We are looking for a motivated Sales Executive to help us expand our market presence and drive sales success.

### **Key Responsibilities:**

- Build and maintain strong relationships with contractors, builders, and other industry professionals.
- Provide expert advice on our range of products to meet customer needs.
- Achieve and exceed sales targets through effective negotiation and closing of deals.
- Stay up-to-date with industry trends, competitor activities, and market conditions.
- Collaborate with the sales team to develop and implement effective sales strategies.

### **Requirements:**

- Proven experience in sales, preferably in the construction or related industry.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to build and maintain lasting customer relationships.
- Self-motivated, goal-oriented, and able to work independently.
- Bachelor's degree in Business, Marketing, or a related field is a plus.

### **What We Offer:**

- Competitive salary and commission structure.
- Comprehensive benefits package.
- Opportunities for professional growth and development.
- Supportive and collaborative work environment.
- The chance to be a key player in a growing company.

**How to Apply:** If you are ready to take your sales career to the next level and join a company that values your expertise, we want to hear from you! Please send your resume to [hr@abctanzania.com](mailto:hr@abctanzania.com) with subject as "SALES EXECUTIVE JOB APPLICATION" Before **15/08/2024**.



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Join Our Team as a **Procurement Assistant!**

Are you detail-oriented with a passion for supply chain and procurement? Do you thrive in a fast-paced environment and have excellent organizational skills? If so, we want you to be part of our team!

**Position:** Procurement Assistant

**Location:** Dar es salaam, Tanzania.

**Type:** Full-time

**About Us:** We are EMPORIO TILES TANZANIA LIMITED a leading company in construction material supplying industry. Our commitment to quality and efficiency has made us a trusted partner for our clients. We are looking for a dedicated Procurement Assistant to support our procurement team and ensure the smooth running of our supply chain operations.

### **Key Responsibilities:**

- Assist in sourcing and procuring materials, supplies, and services.
- Maintain and update supplier information and procurement records.
- Prepare purchase orders and ensure timely delivery of goods and services.
- Communicate with suppliers to resolve issues and negotiate terms.
- Monitor inventory levels and coordinate with warehouse staff.
- Assist in the preparation of procurement reports and analyses.
- Ensure compliance with company policies and procurement procedures.

### **Requirements:**

- Strong understanding of procurement and supply chain processes.
- Excellent organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Strong communication and negotiation skills.
- Attention to detail and problem-solving abilities.
- Bachelor's degree in Business Administration, Supply Chain Management, or a related field is preferred.

### **What We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- The chance to be a key player in our procurement team.

**How to Apply:** If you are ready to contribute to our supply chain success and join a dynamic company, we want to hear from you! Please send your resume and a cover letter to [hr@abctanzania.com](mailto:hr@abctanzania.com) with Subject line "PROCUREMENT ASSISTANT JOB APPLICATION" before **15/06/2024**