



**SINOTAN TRUCK
COMPANY
LIMITED**

***JOB
ADVERTISEMENT***

We are
HIRING

- **Position:** CASHIER
- **Location:** Dar es salaam
- **Starting:** immediately
- **Industry:** Transportation & automobile

QUALIFICATIONS:

- Bachelor Degree in accounting or related field.
- Minimum of 2 to 3 years experience as cashier.
- Strong analytical and problem solving skills.
- Ability to multitask and manage time effectively.
- Women preferred with experience to work with Chinese company

RESPONSIBILITY:

- Process cash, credit, and check transactions accurately and efficiently.
- Experienced to use EFD machine and all related devices
- Maintain an organized cash register and ensure adequate change is available for transactions.
- Provide exceptional customer service by assisting clients with inquiries, resolving complaints, and directing them to appropriate resources.
- Uphold the highest standards of confidentiality and integrity in handling financial transactions and customer information.
- Stay informed about company products, services, and promotions to effectively communicate with customers and promote cross-selling opportunities.
- Maintain accurate records of all transactions and daily cash balances. Prepare daily, weekly, and monthly reports as required

Apply Now

Send your CV (Preferred PDF format) to: hr@sinotan.co.tz

Note: In The Email Subject kindly write position you're applying.

Apply before : July 19, 2024



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We are
HIRING

- **Position:** Human resources officer
- **Location:** Dar es salaam
- **Starting:** immediately
- **Industry:** Transportation & automobile
- **Education Level :** Junior Level

QUALIFICATIONS:

- Bachelor Degree in Human resources management or Public administration
- Minimum of 2 to 3 years Experience working in Human Resources with Sound knowledge of general HR policies, processes and systems
- Proven ability to identify and implement successful business related HR interventions.
- Experience in some of the following areas: HR administration, workforce planning, recruitment, HR policy or talent development. Experience in HR information technology systems and tools.
- Experience working with Chinese and in a multi-cultural setting

RESPONSIBILITY:

- Strategic workforce advice and operational support:
- Engage with management to understand priorities, and provide advice and solutions on all aspects of HR in line with delegated HR authorities.
- Support HR initiatives that support organizational culture change such as good people management practices
- Manage the process of recruitment, assignment and reassignment of locally-recruited staff
- Be proactive in identifying issues and sharing feedback with managements in timely manner as well as to find a way forward on resolution.

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