



## **JOB TITLE: Material Controller**

Position ID: 2476668513

Location: Tanzania

We are looking for a dynamic and committed Material Controller to support our team in Tanzania. S/he will be providing support to the materials department in developing, maintaining, and reviewing Company's site materials handling and issues guidelines, procedures and policies. The Material Controller will be responsible for, coordinating material receipt / delivery/issuance of construction materials throughout project site, ensure proper scheduling and record keeping and inventory control of free issue materials.

### **Minimum Requirements**

- Previous experience in similar role
- Strong communication skills
- High school graduate or possess an acceptable equivalency diploma
- Minimum of three (3) years of relevant work experience
- Fluent in English and Swahili

### **Key competencies**

- Reading drawings and supply materials per BOM/BOQ to site
- Searching for missing free issue materials
- Ability to work well under pressure within time frames
- Data entry analysis and management
- Honesty and integrity
- Problem solving

### **Areas of responsibility**

- Maintaining and keeping track of receipts, records, and withdraws of various laydown
- Receiving, unloading, and loading of materials to site for installation.
- Examining and reviewing deliveries for discrepancies and damages and reporting to the Stores Manager
- Execute a strategy that aligns planning functions to the business objectives and achieves targeted key results
- Provide excellent customer service and ensuring that a professional manner is always maintained with customers both internal and external
- Developing and maintaining close working relationship with internal and external contacts as appropriate
- Prepare and maintain complete documentation of the CSI materials and stores processes and data collection
- Ensure all recordings and reports are done timely and / or in the agreed time
- Support project management with cost control
- Take responsibility for complying with environment, health, safety, and quality standards
- Ensuring compliance with company and client HSEQ regulations and that businesses are conducted in an environmentally responsible and safe way
- All relevant laws and regulations
- Perform any other duties assigned by the supervisor or manager

**Please submit application by no later than 6th April 2022. (*Open to Tanzanian citizens only*)**

***APPLICATION INSTRUCTIONS* [CLICK HERE TO APPLY](#)**