



## Freeports Operator

Dar es Salaam, Dar Es Salaam, Tanzania, United Republic of

Full Time

Experienced

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### Accountabilities & Responsibility Areas

- Responsible for the operation of the Alistair Freeport facility in line with Alistair Group policies
- Assess the availability of space and prepare stacking/storage plans prior to programming/contingency commodities arrivals
- Produce and Monitor the progress of all incoming and existing consignments.
- Supervise the receipt and inspection of all arriving consignments.
- Supervise the inspection and release of all departing consignments.
- Monitor the quantity and quality of commodity (ies) stored.
- Carry out regular physical random warehouse checks of commodities and inventory.
- Develop warehouse facility operations policies and procedures and communicate this information to staff/group.
- Direct and control corporate governance and regulatory compliance procedures within the warehouse operations department.
- Perform day-to-day administrative tasks such as maintaining files and processing paperwork (Import/Export/Bin Card).
- Produce weekly and monthly inventory reports.
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are properly maintained.
- Perform other work-related tasks as required as assigned.

- Ensuring the company Receiving SOP is strictly followed at all times

#### Cargo Management

- Inventory management (routine stock checks and count)
- Warehouse mapping, and stock count report (internal - once weekly)

#### Misc

- Twice daily internal updates on warehouse status
- Casual labour management
- Equipment maintenance and refueling
- HSSEQ Compliance
- Coordination of operators
- Briefing on warehouse operations
- General warehouse upkeep and housekeeping
- Management of petty cash

**APPLY HERE**