



## **We're Hiring**

**Keda (T) Ceramics Co Ltd** wishes to recruit qualified candidates to fill the following open positions.

**Position: Logistics and Administration Specialist**

**Working Location: Mkuranga Pwani**

## **Key Activities**

- Active participation in office management, including handling general clerical tasks
- Organize and prepare meeting schedules for various departments
- Ensure meeting spaces are properly requisitioned ahead of schedule
- Manage office equipment and supplies, and ordering new equipment and supplies as needed
- Doing purchases of the office staff
- Work collaboratively with other departments to help solve clerical issues
- Offer assistance to accounting department to provide manage invoices, payments, and receipts
- Represent department managers or other senior-level officers in meetings, including taking notes and recordings as needed

## **Academic Qualification and skills required**

- Associate's degree in Business Administration, Procurement and Supply or a related field may be preferred
- 1 - 3 years of experience in administration and Logistics environment
- Working knowledge of Microsoft Office Suite, including Word, PowerPoint, and Excel
- Experience using business email services, such as Microsoft Outlook
- Previous experience with, or an ability to learn to use common office equipment, such as modern phone systems, fax machines, and copy machines
- Comfort multitasking and handling multiple requests from different individuals and departments

## **General Behavior:**

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic
- Attention to details

## **Application mode**

A Qualified Candidates send an updated copy of cv to the following emails

[\(kedagf\\_tz\\_hr@twyfordtile.com\)](mailto:kedagf_tz_hr@twyfordtile.com)

The deadline for the application is **24<sup>th</sup> July 2023.**

Only shortlisted candidates will be contacted.





## **We're Hiring**

**Keda (T) Ceramics Co Ltd** wishes to recruit qualified candidates to fill the following open positions.

**Position: Business Specialist**  
**Working Location: Mkuranga Pwani**

## **Key Activities**

- Driving the business projects within the company
- Make sure all business compliance is complied
- Research ,planning and develop business strategy
- Coordinating and managing the company benefits
- Managing and ensuring that all business project is being complied to the government agencies
- Creating good environment to the business project to be completed in timely manner
- Creating business projects reports and make presentation

## **Academic Qualification and skills required**

- Bachelor degree in Business Administration, or other related fields
- Strong and proven 1 - 3 years' experience in business developing and coordinating
- Strong experience on coordinating day to day activities
- Strong Microsoft office application with data analysis skills
- Excellency communication skills
- Problem solving and decision making
- Strong ethics and liability
- Administrative skills
- Good team player in performing various organization duties

## **General Behavior:**

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic
- Attention to details

**Application mode**

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The deadline for the application is **24<sup>th</sup> July 2023**.

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