

# INTERTZ LOGISTICS COMPANY LIMITED

Add: 3<sup>rd</sup> Floor -Block B,Maktaba Square Building Plot 75/27,Maktaba Street P.O.BOX 7098,Dar Es Salaam,Tanzania

## JOB DETAILS:

### Job Details

**1. Job Title: Declaration Officer (1)**

**Location: Dar es Salaam, Tanzania**

**Reports to: Department Manager**

**Department: Local import team**

**Type of Position: Contract (Fixed Contract)**

### Key Responsibilities & Duties

- i. Familiar with local import declaration
- ii. Know how to apply VAT Deferment.
- iii. Declaration cargo insertable HS code
- iv. Who know how to defense uplift value of cargo
- v. Smoothly and good communication with clients
- vi. Good team cooperation.

### Ability/ skills

- i. Good communication skill (Good English language skills)
- ii. Familiar with declaration procedure including loose cargo declaration and container declaration procedure.

### Minimum Years of Relevant Experience

- At least 3 years and above of experience in Logistics Company

**Level of Education:** Bachelor Degree/Diploma

**2. Job Title: Shipping Line Officer (1)**

**Location: Dar es Salaam, Tanzania**

**Reports to: Department Manager**

**Department: Local import team**

**Type of Position: Contract (Fixed Contract)**

### Key Responsibilities & Duties

- i. To get DO for Shipment internal
- ii. Following empty container return to depot of shipping line closely.
- iii. To make sure he deposits of container from shipping line internal.
- iv. Follow demurrage of containers and container demurrage charges closely.
- v. Good team cooperation.

### Ability/ skills

- i. **Microsoft:** Excel and word
- ii. **English:** good in both written and speaking
- iii. Familiar with shipping line operation.

### Minimum Years of Relevant Experience

- At least 2 years of experience in Logistics Company

**Level of Education:** Bachelor Degree/Diploma holder/ Certificate



**Your reliable partner in Africa**

# INTERTZ LOGISTICS COMPANY LIMITED

Add: 3<sup>rd</sup> Floor -Block B,Maktaba Square Building Plot 75/27,Maktaba Street P.O.BOX 7098,Dar Es Salaam,Tanzania

## 3. Job Title: Documentation Officer (1)

**Location:** Dar es Salaam, Tanzania

**Reports to:** Department Manager

**Department:** Local import team

**Type of Position:** Contract (Fixed Contract)

### Key Responsibilities & Duties

- Open files for shipment.
- Apply payment on time
- Keep all the documents and receipt in the file without and missing.
- Keep good record on the payment applied.
- To send daily application form on time.
- To close file with fully documents and receipt.

### Ability/ skills

- Microsoft:** Excel and word
- English:** good in both written and speaking

### Minimum Years of Relevant Experience

- At least 2 years of experience in Logistics Company

**Level of Education:** Bachelor Degree

## 4. Job Title: Customer Service Officer (1)

**Location:** Dar es Salaam, Tanzania

**Reports to:** Department Manager

**Department:** Local import team

**Type of Position:** Contract (Fixed Contract)

### Key Responsibilities & Duties

- Follow the operation for the shipment.
- Send daily report to clients with the right information's.
- Remind the clients for the important issues for example push the client to pay duties, wharfage and port charges on time.
- Good team cooperation.

### Ability/ skills

- Microsoft:** Excel and word
- English:** good in both written and speaking

### Minimum Years of Relevant Experience

- At least 2 years of experience in Logistics Company

**Level of Education:** Bachelor Degree/Diploma/Certificate



**Your reliable partner in Africa**

# INTERTZ LOGISTICS COMPANY LIMITED

Add: 3<sup>rd</sup> Floor -Block B,Maktaba Square Building Plot 75/27,Maktaba Street P.O.BOX 7098,Dar Es Salaam,Tanzania

**. Job Title: TBS Operation Officer (1)**  
**Location: Dar es Salaam, Tanzania**  
**Reports to: Department Manager**  
**Department: Local import team**  
**Type of Position: Contract (Fixed Contract)**

## **Key Responsibilities & Duties**

- i. Familiar with TBS operation procedure s such as TBS condition release and follow TBS text report closely.
- ii. Good communication with clients for special issues.
- iii. know the procedure of applying COD, Plate number for trucks and GCLA permits.
- iv. Good team cooperation.

## **Ability/ skills**

- i. **Microsoft:** Excel and word
- ii. **English:** good in both written and speaking

## **Minimum Years of Relevant Experience**

- At least 3 years of experience in Logistics Company

**Level of Education:** Bachelor Degree

**NB: Please follow advertisement instruction very well.**

## **Job application procedure**

Please send your CV only via email to [hr.intertz@vmg.co.tz](mailto:hr.intertz@vmg.co.tz) with Job Tittle as the Email Subject on or before **November 08, 2023**. Only shortlisted candidates will be contacted



**Your reliable partner in Africa**