



**Dar es Salaam
Merchant
Group**

JOB TITLE: PROJECT COORDINATOR

DEPARTMENT: GENERAL MANAGEMENT

OFFICE LOCATION/BRANCH: DAR ES SALAAM

REPORTING TO: DIRECTOR OF BUSINESS UNITS

Job main objective

To be highly motivated, organized and play a pivotal role in managing the overall operations and supporting the Director of Business Units.

Specific Duties

Operations Management:

- Oversee day-to-day operations across all business units.
- Streamline processes to enhance efficiency and productivity.
- Collaborate with department heads to ensure smooth workflow and communication.

Project Coordination with Business Units:

- Act as a liaison between the Director of Business Units and individual department heads.

- Assist in the development and execution of business strategies, reports and other documentation
- Monitor key performance indicators and provide regular reports to the Director.

Project Support:

- Support the Project Management Business Unit in planning and executing ship building and repair projects.
- Coordinate project tasks timelines, resources, and deliverables.
- Ensure effective communication between project teams and stakeholders.

Financial Oversight:

- Work closely with the finance department to monitor budgets and expenses.
- Assist in financial planning and forecasting for business units.
- Identify cost-saving opportunities without compromising quality.

Process Improvement:

- Identify areas for process improvement and implement best practices.
- Conduct regular evaluations of operational efficiency and suggest improvements.

Cross-Functional Collaboration:

- Foster collaboration between business units to leverage synergies.
- Facilitate cross-functional meetings to promote communication and teamwork.

Problem Solving:

- Address operational challenges promptly and implement effective solutions.
- Analyze root causes of issues and develop preventive measures.
- Any other duty as assigned by the manager and / or employer

Key Performance Indicators

- Reaching daily, weekly and monthly set and agreed targets
- Living the NURU way

Qualifications

- 2 – 5 years of experience in operations management, preferably in a multi-business unit environment.
- Bachelor's degree in Business Administration, Operations Management, or a related field.
- Proven experience in operations management, preferably in a multi-business unit environment.
- Strong understanding of FMCG, project management, and consultancy operations.
- Excellent organizational and multitasking abilities.
- Effective communication and interpersonal skills.
- Analytical mindset with the ability to identify and solve complex problems.
- Customer Service skills
- Excellent organization skills
- Good communication and negotiation abilities
- Strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.
- Computer literate.
- Proactive nature.

ARE YOU QUALIFIED?

Kindly send your Application letter and CV to recruitment@dmq.co.tz

Please indicate the position you are applying in the subject field

The deadline for the application is: **Friday, 2nd February, 2024 – 5pm**