



Lake Trans Ltd is seeking dedicated and dynamic individuals to join our team also freshers are welcomed. We are hiring for the following three (3) positions:

1. JOB TITLE: Operations Officer

Responsibilities:

Oversee daily operations and ensure efficient functioning of all processes.

- Coordinate with various departments to streamline operations.
- Monitor and analyze performance metrics to identify areas for improvement.

Qualifications:

- Bachelor's degree in Business Administration, Operations Management, commerce or a related field.
- Good knowledge of Ms. Excel and other software applications
- Strong organizational and multitasking skills.
- Excellent communication and leadership abilities.

2. JOB TITLE: Insurance Officer

Responsibilities:

- Manage and oversee the company’s insurance policies and claims.
- Evaluate and recommend appropriate insurance coverage for company assets.
- Coordinate with insurance providers and ensure timely renewal of policies.
- Handle insurance claims and documentation.

Qualifications:

- Bachelor’s degree in Insurance, Finance, Business Administration, or a related field.
- Experience in insurance management.
- Strong analytical skills.
- Attention to detail and ability to handle sensitive information.

3. JOB TITLE: Store Control Officer

Responsibilities:

- Manage inventory levels and ensure accurate stock records.
- Implement effective inventory control procedures.
- Conduct regular stock audits and reconciliations. Qualifications:
- Bachelor’s degree in Supply Chain Management, Commerce, Logistics, or a related field.
- Experience in inventory management or store control.
- Attention to detail and strong analytical skills.
- Proficiency in inventory management software and Ms. Excel

HOW TO APPLY:

Interested candidates should submit their resume and cover letter to hr.laketrans@lakeoilgroup.com by **15.06.2024**. Please specify the position you are applying for in the subject line.

Join Lake Trans Ltd and be part of a team committed to excellence and innovation in the transportation industry!

Location: Lake Trans Ltd, 5055 VIJIBWENI KIGAMBONI