



JOB TITLE: Warehouse Administrative & Data Manager

Location: Dar es Salaam, Tanzania, United Republic of

ALISTAIR Group is one of East and Southern Africa's fastest-growing service companies, providing a variety of self-delivered logistics solutions across several geographies, aimed with the vision to Make Africa Work Better! With core competencies in road freight, warehousing, commodity trading and operational hire of material handling equipment, the Group strives for continuous expansion of innovative ancillary services to grow the business vertically, complimented by a healthy dose of entrepreneurial flair. The business has gone from strength to strength, growing quickly in both its geographical coverage and variety of services offered to clients. In 2024, the group exceeded the 1000-employee mark and managed a fleet of well over 1000 trucks. With Alistair's aggressive and exciting growth strategy, the Group is poised for significant further expansion and a greater impact in Africa.

Core Services:

- Freight Forwarding
- Clearance & Forwarding
- Energy Industry Support Services
- Equipment Rental
- Commodity Trading
- Integrated Solutions
- Warehousing
- Ocean Freight

Industries:

- Mining

- Oil & Gas▪ Agriculture
- Construction
- Explosives
- Renewables

Responsibilities:

- Manage the administrative team of the Dar Es Salaam warehouse in collaboration with the Warehouse Manager and organize tasks in an efficient way.
- Ensure data accurately and timely reflects the physical operations in the warehouse.
- Improve and maintain strong data discipline, especially on files requiring manual input.
- Offer innovative solutions to improve data management and relevant interconnection between data from various sources.
- Regularly audit files to ensure completeness and accuracy of data.
- Work closely with Tech&IT to build forecasts of cargo flows from truck offloading to vessel booking, enabling better warehouse management and optimal cargo allocation by the commercial team.
- Creation and follow-up of KPI.

Education & Skills:

- A minimum of a Bachelor's Degree
- 5 years of experience in a similar role
- Strong interest in data analysis and management
- Use of Excel/ Google Sheets/ Smartsheets
- Intercultural/ Interdepartment management skills
- Attention to detail
- Ability to handle stress
- Ability to connect operations on the ground with data analysis
- Fluent English mandatory, Fluent French a plus

Times:

07:30 am - 4:30 pm

Alternate Saturdays:

09:30 am - 1:30 pm

APPLY HERE