



JOB TITLE: Clearing and Forwarding Coordinator

GLAV-256661

Location: Dar-es-Salaam, Tanzania

Operatives : Full-time Permanent

Supply Chain: DHL Supply Chain Tanzania Limited

Job Purpose:

Responsible for the managing of the clients Inbound and EAM system Transactions, daily reconciliation between EAM Systems and Physical stock, clearing, shipment tracking and escalating all issues daily to ensure that all issues are cleared before month end stock takes to reduce time spent during reconciliation

Key Accountabilities

- Transaction Monitoring.
- Interface issues resolution.
- Stock take postings.
- EAM Management.
- EAM processing supervision.
- Coordinate the Employee Opinion Survey to ensure 100% response from the WMS team and work with line manager in resolving issues arising therefrom.

- Verification of reviving goods before GRN.
- Preparing, Update, Managing and Share shipment tracker.

Qualifications.

- Diploma/Degree in Inventory Management.
- Proficiency in Microsoft Office.
- Divisional Experience.
- 2 years' experience within a customer facing role.
- Functional Experience.
- Strong communication skills i.e., verbal, written, reading and document USE skills are essential, reading and document USE skills are essential to this role, must be able to communicate in English and with customers, suppliers & other stakeholders.
- Geographical Experience

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