



JOB TITLE: Graduate Trainee - Supply Front Office

Country: Tanzania

Workplace location: DAR ES SALAAM-MAFUTA RD(TZA)

Domain: Logistics

Type of contract: Graduate

Experience: Less than 3 years

Candidate Profile

- Bachelor's degree in business related field
- Good systems knowledge and Excel
- Product knowledge
- Customs processes and procedures on importation of petroleum products.

Activities

HSEQ

- Application of Safety Managements Systems.
- Quality Control of products to be within Tanzania quality specifications as per TBS

SUPPLY FRONT OFFICE ACTIVITIES

- Support in Supply procedures and process implementation project.

- **Sock projection:** Management, Monitoring and Maintenance of Stocks projection file – Both Physical and System Stocks in line with assigned KPIs.
 - **Stock optimization:** Implementation of Demand forecasting; Monitoring of optimal inventory levels; automation of inventory management through company supply management tools; improvement of supplier and internal customer collaborations; backup for fuel losses monitoring; and monitoring of stock rotation for vessel clearance and stocks movements through company supply stock management tools in line with assigned KPIs.
 - **Product Costing:** Effective timely and accurately product costing (Vessel cost) and checking correctness of all suppliers and government agencies invoices before payment for TTL for PMS, AGO, IK, JET-A1, IDO, HFO 180 and HFO 125.
- **Import's Coordination & Documentation:** Ensure efficient bulk imports both local and BPS supply process through vessel handling, discharge process and follow up with all third parties; EWURA, PBPA, TPA, TRA hospitality locations (Tipper), Shipping Agents, Inspectors, and other Oil marketers for smooth process at minimal cost
- Responsible for import documents · follow up and filing (BIL, COQ, COO, COC (PVOC) PFI, Invoices, Tax Computation & memos, OTR, NOI. for Both GTL and Hospitality customers etc.) as legally required by BPS and for stocks reconciliation.
- **Demurrage:** Demurrage estimation for product costing, Preparations of actual demurrage and Analysis and submit to Supply Manager for onward submission to AMO each month by M+5
- Ensure That Outturn Reports are correct as per issued DI and actual volumes received in the Depots. if not should be communicated to surveyors and PBPA within Two days from Date of issue Such Outturn.
- **Reporting:** ensure timely, reliable and accurate reporting for all activities, ensure files saving and confidentiality. Add value through regular proposal of file sand topic management improvement.
- Any Other task related to your section as may be assigned to you by your supervisor.

Context & Environment

- Complex market with various regulations, constrained supply system, numerous OMCs. Imports planned 2-3 months ahead so requiring accurate forecasts.
- involve interaction with suppliers/customers and TRA/PBPA / staff during documents processing whereby some are less cooperative
- Correctness of all documents which needs concentration as it involves huge amount of money to be paid.
- Most of the duties are strictly to specific deadline, therefore, needs time dedication

APPLY HERE