



1. Inbound Freight Officer/ Import and Export Coordinator

SANDVIK MINING & CONSTRUCTION TANZANIA LIMITED

IMPORT & EXPORT COORDINATOR – MWANZA, TANZANIA

At Sandvik Mining & Construction Tanzania Limited (“SMCT”), we’re passionate about development and advanced technology, and we always aim to offer the best possible experience for our customers in a sustainable way. It’s a mission that takes commitment, but as an industry leader we aim for nothing but excellence in everything we do.

We are seeking a proactive and detail-oriented professional with a passion for customer engagement and delivering exceptional service to join our team as an **Import & Export Coordinator** in Mwanza, Tanzania.

In this role, you will oversee the management of incoming and outgoing Shipments, including tracking transit shipments and maintaining effective communication with relevant stakeholders. This position is integral to ensuring smooth and efficient logistics operations.

The Import & Export Coordinator will report directly to the Logistics Manager and will be based in Mwanza, Tanzania.

Purpose of the role:

Responsible for international inbound and outbound freight, ensuring smooth clearance with all required documentation. Additionally, you’ll provide internal customers with the most efficient and cost-effective freight solutions to meet demand. Ensuring that all items in transit are expedited and relevant stakeholders are updated with current information.

The job responsibilities:

- Goods in Transit management- Provide weekly update on shipments in transit with tracking on waybills and shipment value.
- Expedite inbound shipments' pre-alerts.
- Coordinate all Freight Forwarders and Clearing Agents involved in customs clearance process for inbound shipments.
- Reporting – Run relevant reports daily/weekly and as required by management or business requirements relating to inbound freight.
- Coordinate on duty/customs clearance process and review all shipping documents and maintain good record keeping.
- Review of Suppliers invoices to ensure all supporting documents are correctly available prior to submission to finance.
- Facilitate with Clearing Agents and Shipping Lines to export goods from Tanzania to recommended destinations.
- Expediting of logistics queries related to inbound freight using LPS (Logistics Process Support) and other business tools such as system 21 DI and Aurora as well as report manager.
- Weekly meetings and where needed daily interaction with internal stakeholders to provide updates on all freight matters.
- Comply with all aspects of the Sandvik Environment, Health, Safety & Quality Management Policy, and any reasonable instructions, procedures or systems of work which are given in the interest of providing safe work practices in the workplace and to eliminate environmental harm.
- Perform any other duties in relation to your profession as may be assigned by immediate Supervisor/HOD-Head Of Department.

Qualifications & Experience Requirements

- Degree in Logistics / Supply Chain or related qualifications from recognized institution.
- Minimum 3 Years experience in logistics / procurement / supply chain operations.
- Knowledge and experience with ERP systems (i.e., Aurora)
- Experience in custom clearance, handling customer queries and complaints.
- Exposure in mining industry and related industries will be an added advantage.

Other Requirements & Competencies

- **Proficient in English** with strong written and verbal communication skills.
- **Excellent numerical aptitude** and the ability to work effectively with data.
- **Detail-oriented and conscientious**, ensuring accuracy and precision in tasks.
- **Adaptable, self-reliant, and proactive**, demonstrating the ability to work independently and take initiative.

Application

Send your application as soon as possible as we will be evaluating candidates continuously, and no later than 12th December 2024. Read more about Sandvik Group and apply at home.sandvik/career,

About us:

Sandvik Rock Processing Solutions is a business area within the Sandvik Group and a leading supplier of equipment, tools, parts, service and solutions for processing rock and minerals in the mining and construction industries. Application areas include crushing and screening, breaking and demolition.

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2. JOB TITLE: Warehouse Leading Hand

SANDVIK MINING & CONSTRUCTION TANZANIA LIMITED

WAREHOUSE LEADING HAND – GEITA, TANZANIA

At Sandvik Mining & Construction Tanzania Limited (“SMCT”), we’re passionate about development and advanced technology, and we always aim to offer the best possible experience for our customers in a sustainable way. It’s a mission that takes commitment, but as an industry leader we aim for nothing but excellence in everything we do.

We’re looking for a dynamic person, passionate about customer engagement and providing a world class experience to join our growing team in Geita, Tanzania as an Warehouse Leading Hand. The person will be handling site operational activities, including other delegated Supervisory duties at the respective Vendor Managed Inventory (VMI).

The role will report to the Senior VMI Supervisor and will be based in Geita, Tanzania.

Purpose of the role:

Responsible for managing overall warehouse operations and ensuring efficient service delivery by the team. This includes maintaining accurate inventory records, monitoring inbound goods flow, and supporting effective sales operations. The role also involves driving continuous improvement initiatives and ensuring compliance with Warehouse Management standards and practices.

The job responsibilities:

- Assist in running an efficient warehouse operation that is able to fulfill operational and customer demand and meet set targets
- Assist with supervising the day-to-day activities of team members and ensure operations run seamlessly.
- Check all outgoing stocks to ensure that they are in good condition and make sure that all documents are accurately signed for proper documentation.
- Ensure the delivery of parts to customers respect planning
- Train new Warehouse operators within the area of responsibility
- Ensure that the work environment is healthy and conducive for workers to carry out their duties without subjecting themselves to any harm or danger.
- Ensure inventories in area of responsibility are accurate
- Ensure stock movements are recorded accurately
- Support organizing and participating in stock take and cycle count at regular intervals.
- Ensure that any computerized or automated systems are accurate and up to date.
- Identify any systems improvements and make recommendations for change
- Ensure that all lifting and maneuvering of products and materials is carried out in accordance with manual handling procedures
- Maintain high standards of security in the warehouse
- Ensure staff comply with health, safety, and environmental regulations and work safely to protect themselves and others in the warehouse environment
- Ensure a clean and tidy working environment to aid operational efficiency

Qualifications & Experience Requirements

- Bachelor's Degree in Logistics / Supply Chain or related qualifications from recognized institution.
- Minimum 3 Years experience in logistics / procurement / supply chain operations.
- Knowledge and experience with ERP systems (i.e., Aurora)
- Experience in handling customer queries and complaints.
- Previous experience and exposure in mining industry and related industries will be an added advantage.

Other Requirements & Competencies

- Proficiency in English, with strong written and verbal communication skills.
- Strong numerical and analytical skills.
- Exceptional attention to detail and a high degree of conscientiousness.
- Flexibility, self-reliance, and the ability to work independently as a proactive self-starter.

Application

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