



1. JOB TITLE: Foreign Procurement

Reporting to: Supply Chain Manager

Department: Logistics

Location: Dar es Salaam

Company Name: Elsewedy Electric

Work Environment: Office

Job Purpose

The foreign procurement is responsible in ensuring the international company procurement of goods and operation services are achieved according to the company guidelines and in a timely manner. He/She will ensure that all procurement action is compliant with country rules and regulation.

Key Accountabilities

- Receive the purchasing request (PRs), contact the supplier to provide the requested department with the requested material within the delivery date in the PR and according to the procurement departments SOPs.
- Search and contact the suppliers, negotiate the prices, terms, condition and delivery date for technically approved items to get the best offer

according to the required specification with lower price to decrease the cost.

- Issue the PO and PR for the approved offer, ensure that they match all SOPs then sign and report to the senior manager for final approval to ensure the payment to the supplier through finance department.
- Follow up with vendor the delivery and work execution based on the technical acceptance to ensure that the required item match the PO and PR.
- Search for the best shipping offers based on delivery time, price and delivery method to get the goods at the plant within the required time and most convenient price.
- Liaise with clearance specialist and provide him/her with all necessary shipping document to ensure delivery of the goods at the plant within the required and without any extra custom fees
- Conduct all foreign procurement cycle items (dates, prices, terms and condition, figure and description) on the Elsewedy systems to share it with the requesting department and finance department in addition to update it on the company database.
- Follow up the day to day operations of purchasing to ensure that work process is implemented as designed and comply with established policies, processes and procedures.

HSE Responsibilities

El Sewedy Electric requires the active commitment to, and accountability for, QHSE from all employees and contractors. Line management has a leadership

role in the communication and implementation of, and ensuring compliance with, QHSE policies and standards. We are committed to:

- Protect, and strive for improvement of, the health, safety and security of our people at all times;
- Eliminate Quality non-conformances and HSE accidents;
- Ensure consistent and continuous compliance by all employees and vendors with safety and regulatory requirements, standards and protocols
- Responsible for creating safe work environment, manage risks and reduce exposure to liability
- Support line Management in managing HSE Incidents, corrective/preventive actions

Qualification & Education:

- Bachelor's degree in Supply Chain Management or Procurement or Business Administration or International Trade, or a related field.
- 2-3 years of experience in an international procurement field and East African customs in clearing and freight forwarding practicing certificate will be an added advantage.
- Demonstrate ability to communicate, present and influence key stakeholder at all levels of an organization, including executive and C-level
- Excellent verbal and written communications skills
- Excellent listening and negotiating abilities
- Excellent organizations skills

- Good in Microsoft Office suite, Business fluency in English.

Technical competencies:

- Strong analytical ability to adapt to different client needs and to develop and maintain successful working relationships
- A god knowledge on ERP system
- Numerical Acumen; Ability to work with large data volume
- A flair for negotiation

Stakeholder Management

- Internal: All departments

Core Competencies:

- Result/ Quality Orientation
- Communication
- detail-oriented
- Team Work

Deadline :15th May 2025

Email: n.frank@elsewedy.com

2. JOB TITLE: Receptionist & GM Assistant

Company: Elsewedy Electric

Responsibilities:

Receiving all invoices;

- Mobile Monthly bill
- Flight tickets bill
- Apartment bills
- Fuel & Parking
- Settlement for management

Processing Payment Requests for the received bills;

- Procuring signature for the payment's requests (PR)
- Submitting to finance and following up till payment is made and share with supplier Proof of Payment

Making bookings of flights/ boat/ SGR, hotel bookings, car rental arrangements for out of the city trips (under supervision).

Correspond on mobile network account (under supervision)

- Activating /canceling packages
- Keep track of the cancelation and activation in a designated EXCEL sheet ➤ Acquiring sim cards & make registration

Handling filing system – organization of files (contracts, board resolutions, letters etc.) 6. Handling mails and packages;

- Writing invitation letters, project letters (under supervision)
- Dispatch letters to various addressees
- Collecting letters from the company's postal address
- Receiving packages, mails, letters delivered at office and dispatching to respective addresses

Office & Kitchen supplies – monitoring usage and making requests of the refills ahead of time for office electricity, kitchen and bathroom supplies.

Supervising cleaning staff and drivers by making sure they stay effective on their tasks and providing them with facilities necessary for their tasks eg. Airport pickup nameplate, monthly supply of time sheet to drivers.

Supervising & Monitoring office maintenance, requesting office spare parts and following up till fixing then monitor performance.

Making sure office is clean and organized at all times with coordination with Administration Section Head in any issues involved.

Lending help on to the Egypt project teams on their meetings, travels and any other arrangements upon request and under supervision.

Arranging meetings and booking of meeting rooms as reserved by users.

Handle GM's calendar, traveling schedule and assist with all GMs schedule.
14. Assisting the GM with daily operations, ensuring smooth and efficient workflows, and addressing any issues promptly.

Acting as a liaison between the GM and other departments or teams, facilitating communication and collaboration to achieve organizational goals.

Organizing and overseeing events, meetings, and conferences.

Coordinate HR department matters assigned.

Skills and Qualifications:

- Leadership and Management: Strong leadership skills, including the ability to motivate and guide staff.
- Communication: Excellent written and verbal communication skills to effectively communicate with staff, customers, and other stakeholders.
- Problem-solving: Strong problem-solving skills to identify and resolve issues effectively.

- **Organizational Skills:** Excellent organizational skills to manage multiple tasks and priorities effectively.
- **Customer Service:** Strong customer service skills to ensure customer satisfaction.
- **Technical Skills:** Proficiency in relevant software and tools.
- **Business Acumen:** Understanding of business principles and strategies.
- **Adaptability:** The ability to adapt to changing situations and priorities.
- **Education and Experience:** A bachelor's degree in business administration, management, or a related field is often required, along with relevant experience in administration role.

Experience: 3-4 years .

Deadline: 10th May 2025

Send your CV through: n.frank@elsewedy.com