



**Position:** **Logistics Coordinator**

**Areas of Responsibility:** As assigned by supervisor

**Reports To:** Logistics Manager

**Specific Knowledge:** 3+ years' experience in logistics coordination, preferably in cement or bulk cargo.

**Due Date:** 12/13/2025 12:00 AM

## **Main Duties**

### **Safety & Sustainability Champion**

- Promote safety awareness among drivers and logistics staff.
- Champion sustainability initiatives in transport operations (e.g., fuel efficiency, emissions tracking & clean energy).
- Promote the use of Online Trucks inspection and close the gaps identified.
- Conduct regular training, discussion with drivers and transporters on matters related to safety.

### **Delivery & Dispatch Coordination**

- Coordinate daily cement deliveries to customers based on confirmed orders and transport availability.
- Liaise with the packing plant to schedule and monitor truck loading.
- Optimize truck turnaround time and manage back freight utilization wherever possible.
- Alignment with Security, Weighbridge and Mining for quickly offloading of material trucks.

### **Order & Payment Processing**

- Receive and validate customer orders and payment confirmations.

- Follow up on payment bookings with finance and ensure timely release of deliveries.

## **Traffic & Yard Management**

- Manage truck movement and traffic flow inside and outside the plant to avoid congestion.
- Ensure compliance with safety protocols and yard access procedures.
- Ensure conducive operations environment for drivers.

## **Customer Communication**

- Provide regular real-time delivery updates to customers.
- Handle customer inquiries related to dispatch, documentation, and delivery timelines.
- Promote the best use of available digital platform to service the customer better while exploring possibilities for improvements.

## **Documentation & Compliance**

- Handle export documentation for cross-border shipments.
- Process logistics permits and ensure regulatory compliance.
- Maintain accurate e-filing of delivery notes, transport records & exports documents.

## **Port Operations**

- Coordinate port activities for incoming and outgoing cargos.

- Liaise with port authorities, customs, and shipping agents for smooth cargo handling avoid demurrage cost.

## **Contract & Procurement Coordination**

- Support procurement in managing transport contracts and service provider performance.
- Track contract KPIs and escalate non-compliance issues.

## **Supplier Invoice Management**

- Daily reconciliation of transporters invoices in line with agreed transport freight cost.
- Follow up outstanding payments, queries and give transporters feedback.
- Promote the use of self-Billing Invoices.
- Enforces all Safety, health and environment rules and regulations according to country / company protocol including OSHA Compliance.
- Ensure compliance with the HC Group Code of Business Conduct, as well as other policies and guidelines.
- Perform any other duties that may be assigned by supervisor.

## **Minimum Requirements (Qualifications)**

- Diploma or Degree in Logistics, Transport, Business Administration or related field.
- Proficiency in MS Office and logistics systems (SAP, TMS, etc.).

- Knowledge of Tanzanian transport regulations and export procedures.
- Strong coordination and multitasking skills.
- Excellent communication and customer service.
- Knowledge of logistics software and ERP systems.
- Familiarity with port operations and export documentation.
- Attention to detail and problem-solving ability.
- Understanding of transport contracts and compliance.
- Safety-conscious and proactive mindset.

## **How to Apply**

To apply, go to the link [\*\*https://tpcplc.powerappsportals.com/\*\*](https://tpcplc.powerappsportals.com/), click on the search icon, and select the Logistics Coordinator job.