



## **JOB TITLE: IMPORTS OFFICER**

**Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)**

### **Context & Environment**

- Dealing with local and International Suppliers
- Coordination and follow up of the delivery planning and scheduling of all materials
- Ensure all additional charges are captured in purchase order before goods receipt – "price & Quantity" are handled with zero error (as this can have major impact on the cost management process of the business)
- Manage the respective KPIs through monitoring and improvements

### **Activities**

- Observe TotalEnergies Marketing Tanzania Limited HSEQ Policy. Closely work with Lubricant Supply Manager for the entire purchase cycle of base oils, additives and non blendables and packages (post contract – price fixation by the Procurement Manager) – purchase to pay cycle.
- Follow up on Package suppliers and ensure timely delivering of packages at LOBP
- Follow up on imported Lubricants, timely loading, timely receipt of shipping documents to avoid high storage and demurrage charges
- Lease with Lubricant warehouse supervisor and identify the loss obtained from Leaking packs and raise debit note for the same.
- Participate fully on Monthly reconciliations of Lubes, additives and other raw materials at LOBP with stock accountant.

- Understand and maintain the updated list of additives / non blendable to be procured. In order to procure the right additives and appreciate the need, understand thoroughly the usage in formulation of additives in the finished products. Circulate a monthly status update of the same to stakeholders.
- Closely monitor requirements generated in SAP and convert into purchase orders.
- Regular follow up with suppliers and update shipping movements in the system to generate report for vendor evaluation
- Coordination with clearing & forwarding agents for all import clearance of base oils, additives and non blendables
- Day to day management of plant related coordination of base oils, additives & packaging material
- Review the performance of operations through proper indicators of performance. (KPI)

## Candidate Profile

- Graduate degree of any discipline
- Good computer knowledge
- Good interpersonal skills
- Knowledge of custom procedures as added advantage

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