



1. JOB TITLE: Dispatch Clerk II – Simba Cement

Reports to (To be assigned / not specified)

Areas of responsibility As assigned

Application deadline March 6, 2026 at 5:00 PM

Main duties

- Responsible for weighbridge administration while ensuring full compliance with company procedures.
- Perform accurate weighing and recording of truck weights:
 - Verify that recorded weights correspond to invoices or delivery weights.
 - Carry out precise and reliable weighing processes.
- Plan, coordinate, and control plant operations related to dispatch:
 - Ensure all weights are recorded accurately.
 - Prevent trucks from leaving with more or less product than purchased, unless supported by written justification from the Packing Plant.
- Provide excellent customer care:

- Ensure high levels of customer satisfaction.
- Resolve customer complaints promptly and appropriately.
- Ensure compliance with OSHA standards as per company policy and statutory requirements.
- Adhere to the HM Group Code of Business Conduct, Compliance Policies, and Guidelines.
- Perform any other duties as may be assigned by the supervisor.

Minimum requirements (qualifications and skills)

- Minimum of a Diploma in Marketing, Accounting, Finance, or an equivalent qualification.
- 2–3 years of relevant experience.
- Ability to work reasonably independently and resolve own difficulties.
- Basic knowledge of accounting principles and filing systems.
- Strong organizational skills with the ability to organize work effectively.
- High level of honesty, trustworthiness, and integrity.
- Strong accuracy and excellent attention to detail.
- Logical thinking and problem-solving ability.
- Ability to complete tasks in a timely manner.
- Very good knowledge of Microsoft Office Suite and standard office equipment.
- Good command of English, both oral and written.
- Dependable in maintaining confidentiality and following company policies.

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2. JOB TITLE: Logistics Planner – Simba Cement

Position Logistics Planner

Organization Simba Cement (Heidelberg Materials Group)

Reports To Logistics Manager

Areas of Responsibility As assigned by supervisor

Application Deadline 3 June 2026, 5:00 PM

Main Duties

- **Fulfill customer delivery requirements**
 - Ensure daily sales orders are planned on time and publish accurate daily route schedules.
 - Proactively identify risks and challenges in deliveries, then take corrective actions for improvement based on available information.
 - Ensure all relevant Proof of Deliveries (PODs) and documentation are returned to the Logistics Office within KPI lead times.
 - Identify carry-over orders, implement corrective actions, and provide feedback to customers.
 - Download orders from the ERP system to Microsoft Excel as the basis for the day's schedule.
 - Allocate orders to transporters, selecting the best delivery and most cost-effective options.
 - Maintain effective, ongoing communication with transport coordinators to meet customer needs.

- Communicate any changes in transport allocations, shipping points, or rates to customers before confirming load allocations.
- **Develop strong knowledge of the geographic area and customer base**
 - Understand terrain and route conditions that could impact successful order delivery.
 - Be aware of different customers' delivery preferences, including timing and off-loading requirements.
- **Perform administration tasks related to transporters and databases**
 - Distribute transporter rate sheets and other communications in a timely and effective manner.
 - Maintain and update the transporters' contact database.
 - Source transport rates and submit them for updating in the rates database.
- **Build and maintain good working relationships with transporters**
 - Contact approved transporters to confirm truck availability for the following day.
 - Ensure load feedback is accurate and complete.
 - Establish trust and create a dependable, mutually beneficial delivery function.
 - Develop a solid understanding of transport business factors such as availability, routes, and capacities.
 - Foster relationships that allow special requests to be accommodated, benefiting both costs and customers.
- **Ensure compliance and safety**

- Comply with OSHA requirements as per company and statutory regulations.
- Observe relevant environmental policies and regulations.
- Adhere to the Heidelberg Materials Group Code of Business Conduct, Compliance Policies, and Guidelines.
- Perform any other duties as assigned by the supervisor.

Minimum Requirements (Qualifications and Experience)

- Minimum of a Diploma in Logistics or a related field.
- At least 3 years' experience in an order generation and fulfilment or distribution environment.
- Good understanding of order generation and fulfilment business processes.
- Knowledge of geographic regions and transportation business models.
- Knowledge of customer orientation and specific delivery requirements.
- Proficient in relevant ERP system modules.
- Proficient in Microsoft Office Suite.
- Strong interpersonal and communication skills.
- Excellent attention to detail.
- Ability to respond proactively and/or with urgency to changing delivery demands.

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