



JOB TITLE: Depot Administrator

End date: 26th October 2026

Duties and Responsibilities:

- Responsible for receiving, organising and monitoring cement stocks.
- Receive and issue cement
- Ensure that correct number and undamaged cement bags is received from the plant.
- Ensure that the correct order is dispatched to customers.
- Ensure accurate records of cement received and issued.
- Ensure the depot has the required supply of cement stock.
- Correct reporting on opening and closing stock, daily sales and stock movement.
- Physical placement of cement
- Ensure cement is correctly stored.
- Arrange cement stocks in the order of first in first out.
- Cement is correctly stacked and protected against damages and not stacked against walls or on the floor.
- Ensure that cement and other items at the depot are clearly marked and can be found when required.
- Observe stacking height.
- No stepping over cement bags.
- Ensure the depot is neat, tidy and arranged properly.
- Service Management - Ensure good service levels and relationships with customers and service providers and no customer complaints.
- Ensure orders are loaded in good time.
- Oversee and coordinate the re-bagging of damaged bags
- Support sales team in market intelligence wherever needed

- Pursue monthly self-stock taking and submit reports accordingly
- Ensure OSHA compliance as per company and statutory requirements.
- Observe relevant environmental policies and regulations
- Compliance to HM Group Code of Business Conduct, Compliance Policies and Guidelines.
- Perform any other duties as may be assigned by the supervisor.

Education:

- Minimum of Diploma related to logistics, warehousing, Business Administration or equivalent

Knowledge and Specific Experience:

- Minimum of 1 year' experience in activities related to depots operations/warehousing
- Basic knowledge of depots operations, capacities and related design and layout
- Good knowledge of stocks management
- Strong analytical skills with proficiency in MS Excel and MS Word
- Basic Awareness on logistics KPIs
- High level of integrity with proven records
- Good customer service
- Basic knowledge of operational cost controls
- Basic knowledge of maintenance of depots
- Good communication skills, interpersonal and relationship skills
- Independent
- Attention to detail

Salary and Benefits:

Tanga Cement PLC offers attractive salary and benefits in line with the candidate's qualifications, skills, and experience.

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