



SINOTASHIP is a shipping company based in Dar es Salaam. The company is looking for young, experienced, dynamic, and results-oriented personnel to join the shipping department team on the following posts:

1. **JOB TITLE: Sales Executive**

Responsibilities:

- Develop and execute sales strategies to achieve company targets and objectives.
- Identify and pursue new business opportunities in the freight forwarding and logistics sector.
- Build and maintain strong relationships with clients, providing exceptional customer service and support.
- Conduct market research to identify trends, competitors, and potential areas for growth.
- Create and implement marketing campaigns to promote services and attract new clients.
- Collaborate with the operations team to ensure seamless service delivery to clients.

- Prepare and present sales reports, forecasts, and performance metrics to the shipping manager.

Requirements:

- Diploma/Certificate with a minimum of 2 years CFA working experience.
- Knowledge of sales and market activities, especially in container lines.
- Excellent sales performance track record.
- Rich in customer service.
- Strong communication and negotiation skills.
- Loyalty, honesty, and trustworthiness to the employer.
- Good teamwork spirit.
- Fluent in English speaking and writing.
- Dynamic, self-motivating.
- Able to work under pressure and independently.

2. JOB TITLE: Warehouse & Truck Transport Specialist

Responsibilities:

- Ensure voyages are carried out safely and efficiently by coordinating cargo loading, communicating with port agents, optimizing routes, and adhering to maritime regulations.
- Control removals and storage activities, ensuring efficient handling and storage of goods.

- Monitor deliveries on-site to ensure accurate receipt and entry into the Pronto software system.
- Verify logistics-related invoices and prepare them for approval by relevant stakeholders.
- Supervise the documentation process for shipments, ensuring compliance with customs clearance formalities.
- Oversee and supervise customs clearance operations in Tanzania, ensuring compliance with all regulatory requirements.
- Manage and supervise the logistics of shipments, adhering to industry standards and regulatory protocols.
- Assist the Supply Chain Manager in managing international transport logistics, coordinating shipments across borders.
- Ensure adherence to deadlines and compliance requirements in customs procedures, maintaining smooth operations.

Requirements:

- Diploma/Degree holder with a minimum of 2 years CFA working experience.
- Knowledge of sales and market activities, especially in container lines.
- Excellent sales performance track record.
- Strong communication and negotiation skills.
- Fluent English speaking and writing.

3. **JOB TITLE: Equipment Clerk**

Responsibilities:

- Monitor the system update of daily moves by the off-docks to ensure accurate date for demurrage collection and correct the out-of-sequence movement on a weekly basis.
- Track, manage, and direct the movement of all cargo containers within a defined area of responsibility.
- Provide accurate and updated information about the status and location of each container for optimization of logistics, enabling better strategic planning and decision-making.
- Monitor and manage logistics KPIs (key performance indicators).
- Analyze warehouse expenses and identify cost-saving opportunities.
- Supervise the day-to-day operations of Container Management.
- Organize and plan the daily operations, prepare reports, and conform to the company's standards, directives, and policies.
- Ensure Container Management conforms to the Statement of Work.
- Act as the appointed Container Controller responsible for control, reporting, use, and maintenance of equipment.

Requirements:

- Minimum of 2 years' experience in warehouse management and logistics operations.
- Diploma/Degree with minimum in Logistics, Supply Chain Management, or any other related field.
- Proficiency in Warehouse Management System.

4. **JOB TITLE: Documentation and Terminal Vessels Clerk**

Responsibilities:

- Handle documentation and boarding for terminal vessels.

Requirements:

- At least 2 years of experience in shipping logistics and operations.
- Certificate/Diploma in Shipping Logistics from a reputable institution.

How to Apply:

If you are interested and qualify for the post, please write to us at the address below before **20th February 2025** with your full resume, other relevant documents, and a statement showing your current and expected salaries.

**Managing Directors,
SINOTASHIP,
Box 696, Dar es Salaam.**