



## Job Vacancies

Insight management is recruiting on behalf of a client for the following positions:

### **Operations Supervisor**

**Reports to: Managing Director.**

#### **Responsibilities:**

- Management of all Logistics and transit operations
- Review and improve operational processes
- Maintain and monitor daily workflow
- Manage and monitor team performance
- Allocate workloads within the team to ensure smooth operations during peak activity or staff absence
- Coach and counsel employees to deliver expected outcomes
- Conduct customer service tasks, deliver customer satisfaction & guarantee quality operations
- Liaise with internal & external stakeholders to ensure the smooth running of operations
- Review & improve Import, Export and Customs operational processes
- Maximise efficiency and shipment profit
- Oversee all compliance issues
- Alert changes in customs & trade regulations, identify risks and mitigate the impact on operations and clients
- Report import and export transactions regularly in regards to customs broker activities, issues encountered and escalation
- Work with internal stakeholders to obtain information or data required for Import & Export Customs & Clearance activities
- Ensure Customs-related record keeping is met by internal and external stakeholders
- Process client requests or disputes
- Notify the MD of client shipments that exceed their credit limit
- Accounts payable: Process supplier invoices to accounts
- Netting: Process overseas invoices to accounts
- Respond to netting queries
- Handle escalation, complaints & feedback

#### **Requirements:**

- At least five years of Operations Manager experience
- Extensive knowledge in all aspects of Freight Forwarding
- Proven track record of leadership roles
- Knowledge of the local transport industry (including Customs, Compliance Issues, Health and Safety, and Quarantine)



## **Finance and Admin Officer**

**Reports to : Managing Director**

### **Responsibilities**

- Ensure completeness of supporting documentations for payment
- Invoice coding and data input into the system on a daily basis.
- Responsible for petty cash disbursements, replenishment and petty cash count.
- Ensure bank and petty cash transactions are recorded on a daily basis.
- Prepare monthly cash-flow control sheets with original documents of all transactions and send them to External Auditor.
- In coordination with operation officer, forecast of funds needed
- ensure the positive cash flow in the Office.
- Review field budget activities to ensure cost efficiency.
- Coach and train field staff in all matters regarding financial reports.
- Ensure all transactions are processed and ready in time for month end and quarter end close as per agreed timetable,
- Review payment vouchers, bank & petty cash control sheets,
- Verify travel expense reports.
- Ensure all procurements comply with competitive 3 quotes bidding.
- Issue, track and reconcile approved travel advances to field office staff; review advance reconciliation and claims for completeness and accuracy.
- Manage filing/archiving of all AP documents and admin files (including invoices, payment vouchers, credit memos, expense reports, AP adjustments via AP Module)

### **Requirements:**

- Bachelor's degree in accounting / Finance
- Must Have experience leading a team
- Working in the logistics industry is an added bonus
- 3-5 Years experience
- Must be a CPA Holder
- Knowledge of and experience in applying accounting procedures and protocols in budget administration and financial forecasting, analysis and reporting.
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills.
- Proficiency with computerized financial systems, such as accounting programs, databases, payment processing, excel spreadsheets, payroll services.
- Experience in preparing for and coordinating financial audits

⇒ Send cv Only to: [insighttanzania6@gmail.com](mailto:insighttanzania6@gmail.com)

⇒ The heading should be the job Title e.g. "CUSTOMER SERVICE OFFICER" Only  
Successful Candidates will be contacted.

