



Tembo Steels, an ISO 9001:2000 certified company, is one of East Africa's largest steel companies with an interest in manufacturing hot & cold rolled profiles  
Tembo Steels Uganda Limited is seeking to fill the following Vacant positions in our company.

### **1. Logistics Officer**

#### **• Job Purpose**

Responsible for monitoring stock levels and overseeing the movement of incoming and outgoing goods. Implementing logistical plans, managing logistics operations, tracking shipments, ensuring that working standards are attained, implementing company policies, and overseeing junior logistics staff.

#### **Key Duties and responsibilities;**

- Outsourcing competent clearing and forwarding Agents for the material shipment from place of purchase to user plant.
- Outsourcing competent freight forwarders/shipping Lines.
- Administering import procedures and documentation and effective liaison with Customs for Material exemption from duty.
- Obtain accurate Check List and check all documents to avoid errors, identify missing documents, and/or identify potential issues.
- Liaising with clearing agents, verify the taxes applicable get approval and submit for payment.
- liaising with accounts on outstanding payments and accounts settlements.
- manage clients' accounts and statement reconciliation.
- vendor bill verification and approval before forwarding to accounts for settlement.
- Maintain container status report and submitting the same to Management.
- Take full responsibility for logistics monitoring and follow-up for imported Materials from loading to user plant.
- Maintain logs and records of warehouse stock and executed orders
- Communicate with dispatchers' warehouses and customers regarding outgoing orders
- Manage orders and arrange stocking of materials and equipment to ensure they meet needs
- Plan and track shipment of final products according to customer requirements

#### **Qualifications: Education/Knowledge/Technical Skills & Experience**

- Bachelor's degree in Logistics or Business Administration.
- Minimum of 4 years experience in Transport, logistics and supply,
- Proficiency in international documentation, LC, Shipping processes, bill of lading.
- Knowledge of laws, regulations and ISO requirements
- Computer-savvy with a working knowledge of logistics software (ERP)
- Excellent Negotiation skills
- Good interpersonal skills
- Good communication skills & Knowledge of at least.