

22nd August 2024

The Management of <b>Tanzania Portland Cement Public Limited Company</b> is inviting for applications from ambitious, energetic and performance driven individuals to fill in the below position.	
<b>Position:</b>	<b>SALES ASSISTANT</b>
<b>Number of Position(s):</b>	<b>1</b>
<b>Reports To:</b>	<b>SALES ADMINISTRATION &amp; STATISTICS EXECUTIVE (SASE)</b>
<b>Minimum Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Possession of a Bachelor's Degree in Business Administration, Marketing, or relevant field.</li> <li>2. Basic knowledge of weight measurement and handling procedures.</li> <li>3. Experience in sales or customer service roles and ability to work under pressure. Strong communication skills with the ability to interact effectively .</li> <li>5. Attention to detail and the ability to accurately record and report data.</li> <li>6. Proficiency in basic computer applications, such as MS Office.</li> </ol>
<b>Experience:</b>	Minimum of <b>(2) two years of hands-on experience in the manufacturing industry</b> particularly dynamic, trustworthy and detail-oriented candidate.
<b>Main Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Proven ability to accurately measure, record, and report the weight of goods .</li> <li>2. Demonstrated ability to interact professionally with clients, addressing their inquiries and providing solutions that enhance customer satisfaction.</li> <li>3. Demonstrated ability to support the team including contributing to sales strategies, and achieving targets.</li> <li>4. Understanding of safety protocols and regulatory requirements in product handling, with a track record of maintaining high standards.</li> <li>5. Experience in generating and analyzing reports related to weight transactions and sales, providing valuable insights for management.</li> <li>6. Prepare sales orders and draft and complete delivery notes and tax invoices.</li> <li>7. Weigh incoming and outgoing goods/products/materials, and generate corresponding documentation.</li> <li>8. Report any incidents occurring at the weighbridge.</li> <li>9. Ensure compliance with <b>OSHA</b> standards in line with company and statutory requirements.</li> </ol>
<b>Mode of Application:</b>	Click this link to apply: <a href="https://tpcplc.powerappsportals.com/">https://tpcplc.powerappsportals.com/</a> and attach detailed CV in PDF format which includes vacancy name, e-mail and/or telephone contacts, names and addresses of three (3) referees. <b>DO NOT ATTACH CERTIFICATES.</b>
<b>Application Deadline:</b>	Deadline for application is <b>29th Aug 2024</b> . Only shortlisted candidates will be contacted for interviews.

**TWIGA CEMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

**NO CHARGES APPLY FOR THIS POSITION.**

Board Directors:  
Hakan Gurdal (Turkish)  
Alfonso Velez (Spanish)  
Francesco Brambilla (Italian)

Ruth Zaipuna (Tanzanian)  
Christian Mikli (German)

