



## **SHIPPING AND DISTRIBUTION CLERK (PERMANENT) X1**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position within the Logistics Department. The incumbent will report to the Shipping and Distribution Officer and will be based at Head Office.

### **QUALIFICATIONS AND EXPERIENCE**

- 5 'O' level subjects including English Language and Mathematics or Principles of Accounts.
- Certificate in Business Studies /Transport and Logistics.
- At least 1 years' experience in Transport and Logistics Office.

### **CORE COMPETENCIES**

- Highly developed communication skills.
- Excellent computer skills.
- Ability to work under pressure and to work extra hours should the need arise.
- SAP knowledge.
- Analytical skills.

### **SUMMARY OF DUTIES**

- Facilitates movement of exports and imports.
- Raises loading instructions as when required in liaison with shipping and distributing officer.
- Tracking goods in transit.
- Raises truck hire quotations for transporters.
- Raises purchase requisitions manually and computing into SAP.
- Reconciles stocks weekly, monthly, quarterly and annually.
- Produces daily stocks report and weekly cabinet report.
- Confirms loading instructions.
- Budgets for goods movement.
- Distributing grains to needy areas.
- Routes and schedules trucks.
- Files documents.
- Adheres to and ensures adherence to safety, health and environment regulations and standard procedures.
- Performs any other work related duties as assigned by the Superior.

Applications in own hand writing accompanied with **two** copies of detailed **Curriculum Vitae** and **certified copies of qualifications** should be addressed to:-

**The Human Resources Officer-Head Office  
Grain Marketing Board  
Dura Building, 179-187 S. Machel Avenue  
P.O Box CY77  
HARARE**

**[ruzibeg@gmbdura.co.zw](mailto:ruzibeg@gmbdura.co.zw)**

Not later than 4 February 2022

*Please note that only shortlisted candidates will be contacted.*

**G.T.RUZIBE**