

NOTICE OF VACANT POSITION

SHIPPING AND DISTRIBUTION CLERK

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' levels subjects including English Language and Mathematics or Principles of Accounts.
- Diploma in Business Studies / Transport and Logistics/Customs and Legislation/ Freight Forward Practice/Supply Chain Management or equivalent.
- At least 1 year experience in Transport and Logistics Office.

CORE COMPETENCIES

- Highly developed communication skills.
- Excellent Computer skills.
- Excellent Analytical skills.
- Ability to work under pressure and to work extra hours should the need arise.
- SAP Knowledge is an added advantage.

SUMMARY OF DUTIES

- Facilitates movement of exports and imports.
- Raises loading instructions in liaison with shipping and distributing officer.
- Tracks 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.
- Routes and schedules trucks.
- Performs any other work related duties as assigned by the Superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 14 April 2022

Please note that only shortlisted candidates will be contacted.