



VACANCIES ANNOUNCEMENT

**SENIOR INVENTORY MANAGER, HEAD OF PROCUREMENT- SUPPLY CHAIN MANAGER,
SENIOR ACCOUNTS RECEIVABLES**

SENIOR INVENTORY MANAGER

Position: Senior Inventory Manager
Reports to: General Manager
Company: AKO Group Limited
Job Level: Management Level –(MANCOM)

Position Summary:

The Senior Inventory Manager is responsible for overseeing the inventory management activities across all AKO sites, including the HQ store in Dar es Salaam, Mining sites, and Stiegler. This role involves supervising site-specific Store Managers, implementing inventory control procedures, and ensuring the effective management of stock levels to meet operational needs. The Senior Inventory Manager plays a key role in optimizing inventory performance, reducing costs, and ensuring high levels of accuracy and accountability across the company's operations.

Key Responsibilities:

- Supervision of Inventory Management:**
 - Supervise the Inventory Management operations at Dar es Salaam HQ Store and all AKO Group Limited sites, including Mining and Stiegler Store Managers.
 - Ensure all inventories are accurately recorded in the ERP system and that weekly reports on stock levels and variances between physical and ERP records are sent to the Director of Operations.
- Alignment and Coordination:**
 - Collaborate with Store Managers across all sites to address any discrepancies in stock levels and ensure alignment in inventory management practices.
 - Ensure all inventories are properly arranged and organized in all stores.
- Stock Delivery Management:**
 - Ensure timely delivery of stock from Dar es Salaam HQ to all AKO sites, with zero tolerance for delays, especially for dry and frozen goods.
 - Monitor and manage the delivery process to ensure efficiency and compliance with company policies.
- Theft Prevention and Loss Control:**
 - Report any issues regarding theft or discrepancies in stock to the appropriate authorities.
 - Implement measures to prevent theft and loss of inventory across all sites.

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5. Supplier Management:

- Ensure that all suppliers deliver stock according to the purchase order (PO) requirements, including correct quantities and packaging.
- Verify each item received against the PO to ensure accuracy and compliance with contractual terms.

6. Reporting:

- Prepare and submit weekly reports on stock levels, variances, and delivery performance to the Director of Operations.
- Provide insights and recommendations for inventory optimization and cost-saving measures.

Qualifications:

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- At least 5 years of experience in inventory management, preferably in the catering, facility management, or mining industry.
- Strong understanding of ERP systems and inventory management software.
- Excellent organizational and leadership skills with attention to detail.
- Strong communication and interpersonal skills.

Skills:

- Proficiency in ERP and inventory management software.
- Strong analytical and problem-solving skills.
- Ability to work under pressure and meet tight deadlines.
- Knowledge of stock delivery processes and logistics management.
- Ability to detect and prevent theft or stock discrepancies.

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HEAD OF PROCUREMENT & SUPPLY CHAIN MANAGE

Position: Head of Procurement & Supply Chain Manage
Reports to: General Manager
Company: AKO Group Limited
Job Level: Management Level –(MANCOM)

POSITION PURPOSE:

As the Head of Procurement & Supply Chain Manager at AKO Group Limited, you will be responsible for overseeing the procurement of goods and services for the company. Your role will involve developing and maintaining purchasing strategies to ensure cost-effectiveness, managing vendor relationships, and supervising the procurement team. You will also be responsible for ensuring compliance with procurement policies and procedures, tracking key metrics, and advising on cost-effective strategies.

KEY RESPONSIBILITIES:

1. Develop and Maintain Purchasing Strategies:

- Formulate and implement purchasing strategies that are cost-effective and aligned with the company's objectives.
- Continuously evaluate and optimize procurement processes to improve efficiency and reduce costs.

2. Vendor Management and Relationships:

- Engage with vendors to negotiate contracts, terms, and pricing.
- Establish and maintain strong relationships with suppliers to ensure timely delivery and quality of goods and services.

3. Team Supervision and Performance Management:

- Supervise the procurement team, setting clear KPIs and delegating responsibilities effectively.
- Provide guidance, coaching, and support to ensure team members perform at their best.

4. Tracking and Reporting:

- Monitor key procurement metrics and generate reports to track performance.
- Provide insights and recommendations to senior management based on data analysis.

5. Compliance and Documentation:

- Ensure compliance with procurement policies, procedures, and regulations.
- Review and finalize purchasing details and orders, ensuring all documentation meets company standards.

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6. Stock Management:

- Conduct regular stock-taking activities to verify inventory levels and reconcile with delivery notes.
- Report discrepancies to the General Manager and take appropriate actions to address them.

7. Vendor Registration and Evaluation:

- Ensure all vendors are registered in the ERP system and approved by AKO management for supplying goods and service.
- Maintain vendor records in the ERP system for monitoring and evaluation purposes.

8. Procurement Committee and Process Improvement:

- Collaborate with the General Manager to establish a Procurement Committee for reviewing procedures and approving procurement plans.
- Lead process improvement initiatives to enhance efficiency and effectiveness in procurement operations.

9. End-of-Month Reporting:

- Participate in end-of-month reporting, contributing insights on vendors, pricing, suppliers, and cost efficiency strategies for the upcoming year.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Supply Chain Management, or related field. Master's degree preferred.
- Proven experience in procurement and supply chain management, preferably in a Food and beverages industry.
- Strong negotiation and communication skills.
- Excellent leadership and team management abilities.
- Proficiency in ERP systems and procurement software.
- Sound knowledge of procurement laws, regulations, and best practices.
- Analytical mindset with the ability to interpret data and make strategic recommendations.

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SENIOR ACCOUNTS RECEIVABLES

Position: Senior Accounts Receivables
Location: AKO Group Limited
Sector: Catering and Facility Management

AKO Group Limited is seeking a skilled **Senior Accounts Receivables** professional to join the team. This role is vital to ensure timely invoice delivery, proactive client engagement, and effective debt collection, including managing and closing bad debts.

Key Responsibilities:

- **Client Engagement & Debt Collection:** Build strong relationships with clients and work diligently to collect outstanding debts, including bad debt accounts.
- **Invoice Delivery:** Ensure all invoices are delivered to clients on time, with accuracy and thorough follow-up.
- **Team Coordination & Training:** Lead, train, and motivate the Accounts Receivables team to achieve daily, weekly, and monthly collection targets.
- **Performance Tracking:** Monitor and report on collection progress, providing insights and solutions to improve collection rates.

Qualifications:

- **Experience:** Proven experience in Accounts Receivables, preferably in a senior role.
- **Industry Knowledge:** Background in the **Hotel** or **Manufacturing** sector is highly advantageous.
- **Skills:** Strong communication, negotiation, and organizational skills are essential.

Interested and Qualified Candidate should Send CV to smumba@akogroup.co.tz Before 15th November 2024

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