



LOGISTICS COORDINATOR

Mwiba Holdings Limited is registered Tanzanian Company under Companies Ordinance (Cap. 212) and a leading Hospitality company with its Operations in Arusha, Meatu-Simiyu and Mara Regions. We are currently looking for Logistics Coordinator to be part of our Team providing support to our tourist facilities and enhance our Photographic Safari Experience.

Position Profile

- Diploma or bachelor's degree in Business Administration/ Tourism from a recognized University
- Proven proficiency in computerized applications to Microsoft Office Software (Word, Excel, Outlook, PowerPoint)
- At least 5 (five) years of logistics coordination.
- Excellent English and communication skills.
- Effective Time Management and Attention to detail.
- In-depth knowledge of the tourism industry is a necessity.
- Work effectively in a team, flexible and eager to grow.

Function and Responsibilities:

- Communicate with other departments as needed to create comprehensive schedules for business processes such as sales bookings appointments, and accounting tasks.
- Arrange deliveries whenever possible related to Safari planning and client requirements.
- Manage activities throughout the orders fulfillment to make sure established deadline are met.
- Work to improve the logistics process by negotiating with suppliers and customers, increasing efficiency, reducing unnecessary steps, and creating innovative solutions for safari coordination.
- Coordinate Tour Guide's safari movements and allocate vehicles accordingly
- Update all the safari transfers in transport/Lodge/Camps and office safari chart.
- Administer Guide's safari imprest by requesting it from accounts department.
- Administer and coordinate Medivac safari packages for company's guest.
- Follow up on ROLS and upload into the system.
- Preparation of NCAA park fee, TANAPA park and camping fee for all Safaris and Staff.
- Preparation of Maswa and Mwiba Permit and landing permit

A market related salary will be rewarded for this challenging but rewarding position. If qualified please send your CV to recruitment@tgts.com before 29/05/2019.