



## **1. Vacant Position: Documentation Officer (3)**

### **Key Responsibilities**

- Effectively liaise with Stakeholders, Clients, Customs, TBS, TPA,TFDA, GCLA, TCCIA, TATOA, TANROAD, CFS's, Shipping lines and staff from same and other departments to ensure accurate entry and procedures
- Prepare all types of Permits required for Import/Export while ensuring that our clients' shipments are custom declared accurately and swiftly.
- To keep records of all permits and supporting documents as well as assist management to implement robust internal control procedures and processes so to enjoy a high level of compliance with customs department
- Provide support to the existing team in the field of customer support-- Implement efficient cargo clearance procedures
- Daily follow up on documentation discrepancy issues which requires the ability to troubleshoot and communicate effectively, both verbally and in writing with customers and foreign origins.
- To apply and get refunds (shipping & container deposits etc.)
- All other tasks as assigned by supervisor and or manager.

### **Requirements:**

- Minimum 2 years of relevant experience
- A minimum EACFFPC or Diploma would be an advantage in Clearing and Forwarding
- Knowledge and experience in freight forwarding experience would be an advantage
- Experience and full understanding of Airfreight and Sea freight clearance procedures
- Ability to maintain good working relationships with all stakeholders in the field.
- Good interpersonal relations and communication skills.
- Flexible in work habits and schedules, ready to work for longer hours when required.
- Must have knowledge of government procedures relating to imports & exports knowledge of customs laws pertaining to Tanzania, East and central Africa.
- Possess a high degree of integrity, honesty and confidentiality.
- Ability to generate and write daily reports

## **2. GENERAL REQUIREMENTS**

### **Other Skills & Competencies**

- Excellent knowledge of different customs online systems in East and central Africa such as TANCIS, ASYCUDA, SIMBA, KENTRADE, and TRADEX systems
- Excellent Interpersonal and communication skills
- A very fast learner and attention to details
- Initiative and self-motivated
- Working in dynamic environment
- Flexible as the situation demand
- Working with people of different nature and culture (team player).
- Working under minimum supervision

## **3. MODE OF APPLICATION**

Candidates are required to provide their detailed Curriculum Vitae by including copies of academic relevant certificates, Letter for Local Authority ( Barua ya serikali za mitaa yenye picha) and three work related referees together with there cantactaddresses. The application should be submitted to:

General Manager

**EPIC POINT LTD**

4th Floor Luther House, Sokoine Drive

P.O. Box 14753, Dar Es Salaam

Tell: +255 22 2113105,

Email: [info@epicpoint.co.tz](mailto:info@epicpoint.co.tz)

Web: [www.epicpoint.co.tz](http://www.epicpoint.co.tz)

All the application should reach EPIC POINT LTD on or before 30/November /2017 at 12:00pm. Only shortlisted will be contacted.

NB: EPIC POINT LTD is an equally opportunity employer