



VACANCY

EXPORT OFFICER

Location: Dar es Salaam

About Lindi Jumbo Ltd

Lindi Jumbo Ltd is a leading Tanzanian graphite mining company committed to delivering excellence through sustainable mining practices and environmental responsibility. Based in the heart of the Lindi Region, we are proud to contribute to the socio-economic development of local communities while setting new standards in responsible resource extraction.

At Lindi Jumbo, we believe in innovation, collaboration, and creating lasting value for our stakeholders. As we continue to expand our operations, we are seeking passionate and skilled professionals to join our team and contribute to the success of our world-class mining project.

EXPORT OFFICER

Position Overview

Are you a detail-oriented professional with expertise in international trade and logistics? We are looking for two dedicated **Export Officers** to oversee and manage export operations, ensuring compliance with customs regulations and optimizing supply chain efficiency.

In this role, you will be responsible for documentation, customs clearance, shipment coordination, and regulatory compliance. Your ability to analyze processes, identify cost-saving opportunities, and maintain effective communication with internal and external stakeholders will be key to success.

Key Responsibilities

- **Ensure Compliance:** Monitor and ensure adherence to export regulations, including customs laws, trade agreements, and licensing requirements.
- **Documentation Management:** Prepare and review export documentation, such as invoices, packing lists, bills of lading, and customs declarations, ensuring accuracy and compliance.
- **Coordinate Shipments:** Collaborate with freight forwarders and logistics providers to arrange transportation, track shipments, and manage customs clearance processes.
- **Customs Clearance:** Liaise with customs authorities to facilitate smooth clearance of exported goods, resolve any issues, and address customs inquiries or audits.
- **Inventory Management:** Monitor inventory levels and coordinate with internal teams to optimize lead times and manage stock levels efficiently.

- **Interdepartmental Coordination:** Work closely with sales, purchasing, finance, and warehouse teams to align export activities with business goals.
- **Tariff Classification:** Accurately classify exported goods according to customs tariff codes to determine duty rates and ensure trade compliance.
- **Record Keeping:** Maintain comprehensive records of all export transactions, including shipping documents, licenses, and compliance documentation for audits.
- **Cost Optimization:** Identify opportunities to minimize export costs through efficient shipping methods, optimal routing, and shipment consolidation.
- **Regulatory Updates:** Stay informed about changes in international trade regulations, tariffs, and customs requirements to adapt processes accordingly.

Key Requirements

Educational Background:

- Bachelor's degree in Supply Chain Management, Logistics, or a related field.

Experience:

- 2-3 years of proven experience in export operations, preferably in a similar role.
- Experience working with freight forwarders, customs brokers, and third-party logistics providers.

Technical Expertise:

- Strong knowledge of export regulations, customs procedures, and international trade practices.
- Familiarity with customs clearance systems, Incoterms, tariff classification, and customs valuation methodologies.
- Proficiency in MS Office applications and export software.

Skills & Attributes:

- Excellent organizational and time management skills to handle multiple shipments and prioritize tasks effectively.
- Strong attention to detail to ensure document accuracy and regulatory compliance.
- Effective communication and interpersonal skills to collaborate with internal teams and external stakeholders.
- Analytical skills to assess cost-saving opportunities and optimize supply chain operations.
- Problem-solving abilities to address customs clearance issues, shipping delays, and trade compliance challenges.
- Ability to work under pressure and meet deadlines in a fast-paced environment.

Why Join Us?

- Work with cutting-edge technology and processes in a world-class mining operation.
- Be part of a collaborative and innovative team committed to excellence.
- Enjoy opportunities for professional development and career advancement.

- Competitive salary package and benefits, reflective of experience and expertise.

Application Procedure

We value diversity and encourage all qualified candidates to apply through our recruitment portal at www.jobopportunities.net. Please submit a comprehensive CV, copies of relevant qualifications and certifications and details cover letter.

Application Deadline

The deadline for applications is **23 February 2025 @ 4:00 PM (EAT)**.