



BARRICK GROUP

EMPLOYMENT OPPORTUNITIES

Humble beginnings fuelled by burgeoning aspirations led to the inception of Barrick Group's first commercial venture in 2003 – a general trading company solely specialising in food and consumable products for the UAE and African markets.

A move that set the prologue to the Group's success story. As the Middle Eastern and African markets continued underlining their presence on the global map, our business continued growing in parallel. Our traded volumes in 2014 alone were approx. 6600 containers of perishable and non-perishable items to our vast network of traders, partners and clients across the region.

Today, Barrick Group is further enriched through diversity, as our commercial ventures now encompass F&B, Retail and HORECA Brand Management & Distribution, Food Commodities Trading, Consulting, and Light Manufacturing. While the GCC remains our niche, our scale of operations have also expanded to cover our home base in Canada.

From start-up to now, our journey has crossed numerous milestones, including becoming financially self-sufficient. This sustainability has enabled us to grow without any financial liabilities, a remarkable accomplishment in today's times.

Barrick Group in Tanzania is looking for experienced professionals in the following discipline to join our dynamic group so as to launch our operations in which our offices will be opened in Dar es salaam, Mwanza, Arusha and Dodoma, also we have built factories which are in final stage located at kibaha, Pwani region which will be responsible for manufacturing of various products for local and international market across East Africa.

1. MARKETING OFFICERS (15 Post)

Marketing officers promote the company's products or services. This can involve marketing existing products, developing new products to cater for consumer demand, or developing markets for new products or services. Marketing Officers work towards achieving set targets within stipulated time. Also positions involves frequently travelling to various region across the country.

Reports to Marketing Manager

Responsibilities.

- Marketing and get order daily from clients and keep good relationship with them;
- Keep checking clients' display and clean our samples daily and arrange our product in good location ;
- Push the credit client pay on time and remind their balance of credit
- The establishment of the sales ledger, collecting all kinds of sales information and

timely feedback to the marketing manager;

- Initial assessment for different customers according to different categories of services and management;
- Development of key customers, maintenance and management of key customers;
- Investigation of customer credit status, control, delivery, invoicing according to

regulations

- Handle and write down any complaints and report to marketing manager by E-mail.
- Get information about competitor (prices, latest stock, ongoing containers, etc.) and present a report as per request
- Any other job related duty that may be allocated by the Marketing Manager

Requirements

- Diploma or Bachelor Degree on marketing, Business Administration, commerce or related field
- Must have knowledge of Marketing
- At least 3-year Experience on the field, will be an added advantage.
- Fluent in English and Swahili

❖ Salary: Competitive package will be offered for qualified candidate

2. PROCUREMENT OFFICER (4 Post)

Reports to Procurement Manager

We are looking for an astute Procurement Officer to oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The Procurement Officer's responsibilities include supervising staff, maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records. To be successful as a Procurement Officer you should have an analytical mind and keep up with product and service trends. Ultimately, a top Procurement Officer should be able to negotiate well and ensure that all purchases comply with company standards. Also the positions involves frequent traveling.

Responsibilities:

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.

- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

Requirements:

- Degree in procurement, accounting, business management or a similar field preferred.
- 2+ years of experience as a Procurement Officer or in a similar position will be added advantage.
- Proficiency in Microsoft Office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail.

❖ Salary: Competitive package will be offered for qualified candidate

3. CREDIT OFFICER (3 POST)

Reports to **Finance**

Manager

In this role, your duties will include meeting with clients to set up the loan application process, gathering required financial documentation, and approving or denying loan requests based on your financial calculations.

To ensure success as a credit officer, you should have excellent financial acumen and the ability to accurately interpret financial data to make life-changing decisions. Ultimately, a top-notch credit officer should display exceptional business prowess, as well as strong knowledge of loan procedures and best practices according to financial laws and regulations.

Responsibilities:

- Meeting with clients interested in taking out a loan and providing them with the necessary information to start the loan application process.
- Collecting the needed financial documentation and assessing the clients' creditworthiness.
- Calculating and analyzing the risk ratios of clients based on their credit score and financial history.
- Approving or denying loan requests, and communicating your decision to both clients and management.
- Setting up payment plans for clients explaining monthly instalment amounts, interest rates, and other costs.
- Maintaining records of loan applications by using loan management software.

- Managing loan renewals by organizing follow-up meetings with clients.
- Monitoring the progress of the loan application process and relaying any hindrances to clients.
- Ensuring that loan applications are in line with the company's financial policies, as well as state laws and regulations.

Requirements:

- Bachelor in accounting, finance, banking, business, or a similar field.
- A minimum of 2 years' experience as a credit officer.
- Excellent knowledge of loan application procedures and best lending practices according to Tanzania laws and regulations.
- Ability to work with loan management software, such as Lendstream, CreditOnline, and FileInvite will be added advantage
- Strong communication skills and proven customer service experience.
- Exceptional analytical skills and the ability to work with complicated financial data.
- Excellent organizational skills and the ability to work well under pressure.
- Strong ethical behavior and the ability to work with sensitive financial information.

❖ Salary: Competitive package will be offered for qualified candidate

4. SECRETARY (4 POST)

Reports to **Administration officer**

In this role, your duties will include organizing the daily tasks of management, maintaining communication with customers and suppliers, and ensuring that the admin office runs smoothly.

To be successful as a secretary assistant, you should have exceptional organizational skills and the ability to effectively solve any office-related issue. Ultimately, a top-notch secretary assistant should have strong communication skills, and the ability to maintain a high level of accuracy when working with office accounts or customer queries.

Responsibilities:

- Assisting the administrative department with clerical duties, such as organizing work schedules.
- Processing work orders, organizing invoices, and assisting admin staff with payroll.
- Performing office duties, such as answering phones, liaising with clients, or running errands.
- Scheduling management meetings, creating agendas, and attending meetings to record minutes.
- Compiling and distributing minutes of meetings to personnel.
- Managing daily office operations and maintaining an organized work environment.
- Assisting with the onboarding process of new personnel and providing any office-related training.

- Facilitating communication between management and personnel.
- Overseeing and interpreting the company's administrative policies and procedures.

Requirements:

- Diploma or Bachelor's degree in office management, secretariat studies or business administration, or a similar field.
- A minimum of 2 years' experience in a secretarial role will be added advantage
- Excellent knowledge of office management software, such as Trello, Slack, Google Suite, and MS Office Suite.
- Working knowledge of management policies and office procedures.
- Excellent managerial skills.
- Strong analytical and organizational skills.
- Exceptional interpersonal and communication skills.
- Ability to multitask and to work well in a fast-paced environment.

❖ Salary: Competitive package will be offered for qualified candidate

5. HEALTH AND SAFETY OFFICERS (5 POST)

Reports to **Health and Safety Manager**

In this role, you will be required to train employees on safety policies and practices, conduct regular inspections, generate health and safety assessment reports, and ensure that all occupational guidelines and regulations are adhered to.

To be a successful EHS coordinator, you should demonstrate a detailed knowledge of health and safety regulations and strong leadership skills. A top-notch EHS coordinator should possess excellent communication and training skills and have an acute eye for detail. Also positions involves frequently travelling to various region across the country

Responsibilities:

- Meeting with the management team to define EHS goals and objectives.
- Training employees on health and safety policies and best practices.
- Conducting inspections and identifying hazards and EHS violations.
- Providing solutions and intervention strategies for hygiene, health, and safety hazards.
- Implementing new health and safety protocols and measures to ensure compliance with regulations.
- Monitoring operational processes and employee activities.
- Generating assessment documentation, incident and accident reports, and health and safety manuals.
- Reporting to management, OSHA, and other regulatory agencies.
- Preparing and submitting health and safety compliance documents to the relevant organizations.
- Keeping abreast of the latest EHS trends, policies, regulations, and best practices.

Requirements:

- Bachelor's degree in environmental engineering, safety management, or similar.
- OSHA training certification or similar EHS certification.
- A minimum of two years' experience as an EHS officer.
- Detailed knowledge of relevant regulations such as OSHA.
- The ability to read and interpret safety data sheets.
- Proficiency in computer programs such as MS Word, Excel, and PowerPoint.
- Strong leadership and training abilities.
- Excellent verbal and written communication skills.
- Acute attention to detail and problem-solving abilities.
- Strong organizational and time management skills.

❖ Salary: Competitive package will be offered for qualified candidate

6. IT Officers (3 Post)

Reports to IT Manager

In this role, you'll be responsible for installations and upgrades on our company's computers, tablets. You will also provide our staff with training on using hardware, software, and cloud-based services. To ensure success as an IT officer, you should display the strong technical aptitude needed to help staff solve their technical issues as quickly as possible.

Ultimately, an outstanding IT officer should be able to thrive in the rapidly changing industry of information technology. Also positions involves frequently travelling to various region across the country

Responsibilities:

- Managing and maintaining a company's technological equipment, such as computers, tablets, and smartphones.
- Ensuring that company devices interconnect with file servers, email servers, and financial systems seamlessly.
- Installing, upgrading, and managing software and hardware on company devices.
- Managing all software licensing.
- Keeping an inventory of all company electronic assets.
- Providing staff with training on how to use hardware, software, and cloud-based services.
- Creating instructions for program installation sequences.
- Performing backups and restoring lost data as needed.
- Evaluating and recommending software purchases to the IT manager.

Requirements:

- Bachelor's degree in information technology, computer technology, or a similar field.
- At least two years' experience as an IT officer or related role.

- Expertise in IT tools and concepts, such as operating systems and internet protocol suites.
- Solid knowledge of LAN/WAN configurations.
- Experience working with Microsoft Office 2016, 2019, or Office 365.
- Strong troubleshooting, analytical, and problem-solving skills.
- Good interpersonal skills and the ability to work with technical and non-technical personnel.

❖ Salary: Competitive package will be offered for qualified candidate

7. ADMINISTRATIVE OFFICERS (5 POST)

Reports to **Administrative Manager**

In this role main duties will be to support our daily office administrative. A successful Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Also positions involves frequently travelling to various region across the country

Responsibilities

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Requirements

- Bachelor's degree in public administration, business administration or related field.
- Fresh graduates also are encouraged to apply but previous experience will be added advantage
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail

❖ Salary: Competitive package will be offered for qualified candidate

8. ACCOUNTANTS (3 POST)

Reports to Finance Manager

The Financial Accountant's responsibilities include producing budgets, overseeing tax payments, and conducting internal audits.

To be successful as a Financial Accountant, you should have an Accounting degree and experience as an Accountant. Ultimately, a seasoned Financial Accountant should be competent in financial principles and ensure the organization complies with the law. Also positions involves frequently travelling to various region across the country

Financial Accountant Responsibilities:

- Preparing monthly, quarterly and annual reports.
- Conducting internal audits.
- Overseeing tax payments.
- Preparing budgets for the organization.
- To collect the claim forms and check the Integrity and compliance
- To arrange the cash payment for all the claim form, and prepare daily Cash flow, print and keep it into file;
- To issue the check payment for clearing charges;
- To ensure every payment must be in accordance with the requirements of company operation;
- To post all payments to system, and deal with the reconciliation of AP
- To maintenance part of system information, such as the sales price for branch, unit cost for some warehouse system notes;
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- Monitoring and reporting on accounting inconsistencies.
- Keeping up-to-date with financial policies, practices, and regulations.
- Complying with state and federal tax regulations.
- Cooperation with other functions on general accounting issues ;
- Assisting Financial Director or Manager in other affairs

Requirements:

- Diploma or Bachelor Degree on Accounting or Finance .
- Fresh graduate also are encourage to apply but Previous experience in an Accounting or Finance role will be added advantage.
- Advanced proficiency in MS Excel and accounting software.
- Solid understanding of bookkeeping competencies.
- Excellent mathematical skills.
- Time management skills.
- Ability to remain confidential.
- Additional certification is a bonus.

- ❖ Salary: Competitive package will be offered for qualified candidate

9. LOGISTIC OFFICER (4 POST)

Reports to **Transport Manager**

The Logistics officer will be responsible for receiving and unpacking parcels, completing relevant documentation, and dispatching stock. You should also record and report breakages, major spills, and contaminations to the Warehouse Manager.

To ensure success as a Logistics officer, you should pay close attention to the movement of stock to avoid losses. Ultimately, a top-notch Logistics Assistant will be able to memorize vast amounts of information for later use.

Responsibilities:

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Signing delivery notes upon receipt of shipments.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Unpacking items and arranging these on shelves, if needed.
- Preparing our clients' orders by gathering and loading stock.
- Ensuring that the facility remains clean, sanitary, and well-organized.
- Reporting all breakages and spills.
- Offering assistance to other staff in the department during lulls in your day.

Requirements:

- Diploma or Bachelor Degree on transportation or related field
- Prior experience as a Logistics officer at a large warehouse will be added advantage
- Sound knowledge of shipping processes and metrics.
- Ability to handle and maneuver fragile stock with ease.
- Strong communication, memorization, and teamwork skills.
- Outstanding organizational and investigative abilities.
- Capacity to perform your duties diligently, particularly during stressful periods.

- ❖ Salary: Competitive package will be offered for qualified candidate

10. Warehouse Supervisors (8 Post)

Reports to **Warehouse Manager**

In this role Warehouse Supervisor will be responsible to managing all warehouse activities, ensure efficient processes, and maximize warehouse productivity. The Warehouse

Supervisor's responsibilities include supervising employees, coordinating logistical processes, ensuring the quality of goods, and preparing relevant documentation.

To be successful as a Warehouse Supervisor you should be experienced in optimizing warehousing processes and be an effective team leader. An outstanding Warehouse Supervisor should be dependable and have excellent organizational and time management skills.

Responsibilities:

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.

Requirements:

- Diploma or Degree in business management, logistics or a related field preferred.
- Previous experience as a warehouse supervisor or a similar management position will be added advantage.
- Strong working knowledge of warehouse operations and management.
- Time management skills and the ability to delegate.
- Excellent leadership and organizational skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and data entry software.

❖ Salary: Competitive package will be offered for qualified candidate

11. Customer Service Officer (10 Post)

Reports to **Customer service Manager**

The Customer Service officer attracts potential customers by answering product and service questions; suggesting information about other products and services. Process orders, prepare correspondences.

Responsibilities:

- Open and maintain customer accounts by recording account information
- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Maintain financial accounts by processing customer adjustments
- Recommend potential products or services to management by collecting customer information and analyzing customer needs
- Prepare product or service reports by collecting and analyzing customer information
- Contribute to team effort by accomplishing related results as needed
- Manage large amounts of incoming calls Resolve customer complaints via phone, email, mail or social media
- Use telephones to reach out to customers and verify account information
- Greet customers warmly and ascertain problem or reason for calling
- Assist with placement of orders, refunds, or exchanges
- Place or cancel orders
- Answer questions about warranties or terms of sale

Requirements:

- Diploma or Degree in business management, marketing, or related field
- Minimum experience should be 2 years and above
- Track record of over-achieving quota
- Strong phone contact handling skills and active listening
- Familiar with CRM systems and practices
- Customer orientation and ability to adapt/respond to different types of characters
- Excellent communication and presentation skills
- Ability to multi-task, prioritize and manage time effectively

❖ Salary: Competitive package will be offered for qualified candidate.

NOTE:

- Barrick group has no recruitment agent, all applications should be sent within 14 days, starting on 23th March 2021 and deadline for application will be on 5th April 2021 at 5:30pm
- All applicants should mention the position they are applying on subject space of the email
- All interested and qualified Tanzanian should send their applications letter and curriculum vitae only to our email below;
hr@barrickgroup.org
- And all applications should be addressed to
**Director of Human Resources,
Barrick Group,
P.O Box 18699,**

Dar es salaam.