

# Nafasi ya Kazi Branch Operator Trainee at JTI April 2025

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## Branch Operator Trainee

JTI

Job ID: 100258

Country: Tanzania

Bank training

City: Dar es Salaam

Professional area: Logistics

Contract type: Fixed Term

Professional level: Graduates

### Description:

At JTI, we celebrate differences, and everyone truly belongs. 46.000 people from all over the world are continuously building their unique success stories with us. 83% of employees feel happy working at JTI.

To make a difference with us, you only need to bring your human best. What will your story be? Apply now!

Please apply by May 09th, 2025.

Reporting to: Warehousing & Logistic Manager

Location: Dar es Salaam

Role: Branch Operator Trainee

Branch Operator Trainee

### What this position is about – Purpose:

Perform various branch operations, such as Inventory control and management, shipment ordering, organizing stock, sorting, loading, unloading and receiving goods and POSM.

Ensure effective and secure collection of funds, accounting, banking, credit control, debt collection and ensure funds are transferred to Head Office, in

accordance with the Branch Accounting Manual. Ensuring contribution to efficiency in Logistics costs, examining stocks for defects and damage, eliminate write offs by clearly abiding to FIFO rule and ensure maintaining 100% product and warehouse hygiene.

### **What will you do – Responsibilities:**

1. Ensure proper custody, receipt, issuance, arrangement and overall management of branch cigarette stocks and POSM materials and related documentation.
2. Perform daily stock reconciliation, ensure system and physical stock match, and report any discrepancies.
3. Advice and contribute ideas on ways to improve or optimize warehousing procedures and increase efficiency in Logistics costs.
4. Assist FSM/FF by initiating sales orders by phone, engaging Customers, gathering and documenting customers information and listen to customers to generate sales orders.
5. Ensure adequate stock within the warehouse via timely and appropriate brand mix ordering, proper inspection for damage or discrepancies, recording and reporting.
6. Ensures security and safety of stocks by adhering to all safety regulations including fire.
7. Maintain appropriate and consistency of Daily and monthly reporting for collections and stock position, good customer care and enforce overall compliance to Branch Accounting guidelines.
8. Check all sales invoices for accuracy and completeness and ensure are intact with related payment documents and route settlement per field force.
9. Ensure all sales proceeds are reconciled, verified, secured, and banked on time and supported by respective deposit slips endorsed by the bank.
10. Follow up on compliance to payment terms and credit limits, ensuring excess amounts are collected as cash top ups and any anomalies reported accordingly.
11. Ensure timely and accurate preparation and daily submission of SRTs for customer clearance in SAP and observe FIFO for assigned branches.
12. To perform any other tasks assigned by the direct manager

### **Who are we looking for – Requirements:**

A university degree or above in business administration, logistics, inventory management, finance or similar.  
Understanding of English and Swahili.  
Basic computer knowledge

Thank you very much for your interest in the role. You are welcome to apply.

**[CLICK HERE TO APPLY](#)**