



Title: Head of Imports
Reporting to: General Manager
Direct Reports : Import Coordinator, Declaration Officers, Bond Officers, Operations Officers
Location : Dar Es Salaam
Procedure applicable : OHSAS 45001-2018, ISO 9001 & 14001 - 2015

About the Company

Bravo Logistics, is an ISO Certified company and accredited member of FIATA (international federation of freight forwarders associations). The company is part of Bravo Group of Companies, with ventures in Logistics, Agribusiness and Environmental Management.

The company provides a full range of logistics solutions in cargo handling including, freight forwarding, road haulage, warehousing, cargo freight stations (CFS), Inland Container depot (ICD), cold chain solutions and supply chain management. The company currently handling an average of 25,000 metric tons of cargo monthly, mainly minerals for multinational mining companies operating within the SADC region.

Job Purpose:

The Head of Import is overall responsible for management, organizing and ensuring efficient and effectiveness of all import shipments.

The role will also entail planning, cost control, team management, budget preparation & monitoring, quality control, business development and client & stakeholders engagement.

Roles and Responsibilities

Budgeting & Cost Control

- Responsible for planning and budgeting of the import division

Bravo Logistics Tanzania Limited, Plot No. 10 Kilwa Road, Mivinjeni Area
P.O Box 38387, Dar es Salaam, Tanzania
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- Controlling of all the departmental costs to ensure appropriate usage of funds in compliance with the company procedures and to keep each shipment profitable.

Quality Control

- Reviewing and verifying all documentation, assessments, reports and output of the team on daily basis
- Creating Standard Operating Procedures (SOPs) that are aligned with the business and client standards.

Operations:

- Manage the entire importation process including;
 - documentation process, declaration, port charges, invoicing, loading, invoicing and return of empty containers
- Liaise with the transport department to ensure availability of trucks to load cleared shipments
- Ensure that all containers are returned on time without incurring and demurrages
- Manage documentation by ensuring all bookings, custom documentation, assessment and bond management are in order at all times.
- Work with the Border Operations to ensure efficient, timely and cost efficient border-crossing of the trucks and the cargo as per the SOPs.
- Ensure company compliance on all international, local and legal obligations
- Ensure the operations are handled in operations with the company polices and all relevant regulations
- Ensure follow up on filling documentation and billing of all clients after completion of the shipment.

Business Development & Client Management

- Assist in Preparation of quotations for new and existing clients
- Management of Client relationship and resolving all client queries
- Assessing the market to identify new and existing business potential and reporting to the Freight Operations Manager.

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- Reviewing documents sent by clients, providing status updates and approving drafted assessed files.
- Ensure import business growth through client retention and efficient operations

Stakeholders Relations

- Ensure top standard communication with stakeholders both (written and spoken)
- Create robust relationship with all the stakeholders in order to easily resolve operational issues

Team Management

- Coordinate internal and external training with the HRM to ensure the team has enough capacity to deliver to customers expectation
- Continuously coach the team to ensure right level of motivation and retention.
- Monitor teams performance and conduct appraisals

Health and Safety

- Promote health and safety standards within the team and monitor compliance in relation to statutory regulations, stakeholders and company procedures.

Reporting

- Preparation of daily reports on shipment status and other operational requirement.
- Assist the manager in preparing scheduled reports and the monthly review reports
- Preparing Operations -Import monthly reports

Requirements:

- Bachelor's Degree in Business Administration, Information Technology, Economics, Transport and Logistics, International Business Management any related field.
- At least 5 years' experience in freight forwarding.
- Experience in mangement/supervisory level role in the clearing department.
- A postgraduate qualification in any of these disciplines is an added advantage
- Knowledge of East Africa customs management act will be an added advantage.

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Built to deliver

- Must be able to manage a team, a problem solver with good communication skills

Acknowledgment

I hereby declare understanding, acceptance and adherence of the contents stated herein by signing below;

FOR BRAVO LOGISTICS (T) LTD: Full name: Title: Signature:	FOR THE EMPLOYEE: Full name: Title: Signature:
Date:	Date:

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