Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title
Staff Operations Officer

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Logistics & Operations

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Logistics & Operations: 3 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Staff Operations Officer is responsible for coordinating and monitoring staff activities to ensure effective workforce deployment and smooth daily operations within the beverage distribution environment. The role focuses on staff attendance, discipline, performance, welfare, and compliance with company and client procedures while ensuring that operational teams are adequately supported to meet performance targets.

Responsibilities

- Coordinate the daily deployment and allocation of operational staff across assigned locations and activities.
- Monitor staff attendance, punctuality, working hours, leave, and absenteeism.
- Ensure adequate staffing levels to support daily operational requirements.
- Supervise staff conduct, discipline, productivity, and adherence to company policies.
- Conduct regular staff briefings and communicate operational instructions and updates.
- Monitor staff performance and address operational or behavioural concerns.
- Support the onboarding, orientation, training, and development of operational employees.
- Address staff concerns and escalate employee relations matters where necessary.
- Ensure employees comply with company and client procedures, safety standards, and operational requirements.
- Monitor the proper use of uniforms and personal protective equipment.
- Maintain accurate staff records, attendance registers, deployment schedules, and operational reports.
- Coordinate with the Operations Manager and other departments to resolve workforce-related challenges.
- Perform any other duties as assigned by management.

Education & Qualifications

Bachelor’s Degree in Human Resources Management, Business Administration, Operations Management, or a related field.

Requirements

At least 3 years of experience in staff supervision, workforce coordination, or operations, preferably within logistics, transport, distribution, or a related environment.

Characteristics

- Good staff supervision and workforce coordination skills.
- Strong communication and interpersonal skills.
- Ability to manage staff attendance, discipline, and performance.
- Good organizational, reporting, and record-keeping skills.
- Problem-solving and conflict-management abilities.
- Ability to work under pressure and manage competing operational demands.
- Knowledge of workplace safety and employment procedures.
- High level of integrity, accountability, and professionalism.

Driving Licence

Not Required

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