

We are **HIRING**



DAR CERAMICA CENTRE
ULTIMATE BUILDING SOLUTIONS

Area of Responsibilities:

1. To Support Daily Operations
2. To Support Dispatch Coordination
3. To Support Verification of Documents & Materials
4. To Support Record Management
5. Inventory Support Reporting and Documentation
6. Coordination with Departments
7. Compliance and SOAP Adherence
8. Customer and Supplier Interaction

Educational & Background:

1. Diploma or Bachelor's Degree In Business Administration, Logistics and Supply Chain Management, Operations Management, Procurement, Industrial Engineering, or a related field.
2. Proficiency In Microsoft Office Suite (especially Excel).



**OPERATIONS
ASSISTANT
INTERNS
(3 POSITIONS)**

Submit your CV to info@darceramica.co.tz before 17th, July 2025
Only Shortlisted Candidates Will Be Contacted!

Plot 49. Mwai Kibaki Road, Mlalakuwa

www.darceramica.co.tz