

NAFASI za Kazi SGS Tanzania

(yakoforum.com)

FINANCE, ADMINISTRATION & OPERATIONS COORDINATOR

SGS Company is seeking a highly competent, proactive and commercially minded Finance, Administration & Operations Coordinator to support the establishment and growth of the Company.

This is a key start-up position responsible for establishing and coordinating the Company's finance, procurement, supply chain, regulatory, administrative and commercial support functions.

KEY RESPONSIBILITIES

1. Finance & Administration

- Establish and manage accounting, banking, cash management, payment and financial control systems.
- Manage deposits, reconciliations, accounts payable and receivable, payroll and financial records.
- Manage general office administration, documentation, contracts, office supplies and service providers.
- Prepare periodic financial and management reports.
- Ensure proper financial controls, approvals and documentation.

2. Sourcing, Procurement & Supplier Management

- Identify and establish relationships with international dental and medical manufacturers, principals, distributors and authorized agents.
- Source and evaluate new products and suppliers based on quality, regulatory requirements, pricing, availability and market potential. Finance, Administration and Operations Coordinator at SGS Company
- Manage the end-to-end procurement process, from product identification and quotation to negotiation, purchase orders, supplier confirmation and delivery.
- Maintain supplier records, agreements, pricing and product information.
- Monitor supplier performance, lead times, product availability and commercial terms.
- Develop a reliable local and international supplier network to support the Company's product portfolio and growth.

3. Importation, Regulatory Compliance & Logistics

- Coordinate the movement of procured goods from suppliers through shipment, customs clearance and final delivery.
- Manage documentation and applications for TMDA, TAEC and other applicable permits, registrations and clearances.
- Coordinate with clearing and forwarding agents, shipping companies, transporters and regulatory authorities.
- Manage registration and renewal of company, office and operational licenses, permits and certificates.
- Monitor shipment status, clearance timelines and related logistics costs.
- Ensure all required import and regulatory documentation is properly maintained.

4. Costing, Inventory & Stores

- Establish and maintain product costing and landed-cost systems.
- Ensure all relevant procurement, freight, clearance, taxes, duties and logistics costs are properly captured in product costs.
- Support management in setting selling prices and maintaining appropriate margins.
- Establish and oversee stores and inventory control procedures.
- Coordinate receiving, storage, stock movement, stock records and periodic stock reconciliation.
- Maintain proper accountability and documentation for company inventory and assets.

5. Sales, Marketing & Commercial Support

- Coordinate with and provide operational oversight to the Sales & Marketing Department.
- Support product launches, market development, customer acquisition and sales planning.
- Provide the sales team with accurate product, pricing, availability and supplier information.
- Monitor sales performance, market opportunities, product demand and customer feedback.
- Identify potential customers, strategic partnerships and new business opportunities.

6. Business & Operational Development

- Develop and implement SOPs, policies, systems and internal controls appropriate for a growing healthcare supply business.
- Establish effective workflows between Procurement, Finance, Stores, Sales and Administration.
- Support management in product portfolio development, supplier strategy, cost optimization and operational planning.

- Monitor operational performance and recommend improvements to management.

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Accounting, Finance, Business Administration, Procurement, Supply Chain Management or a related discipline.
- CPA(T), ACCA, CIPS or equivalent professional qualification is an added advantage.
- Minimum 3–5 years of relevant professional experience.
- Proven experience in procurement, international sourcing, importation and supplier relationship management.
- Experience in the dental, medical, healthcare or laboratory supplies sector is highly desirable.
- Strong financial, commercial, analytical and negotiation skills.
- Excellent organizational, communication and stakeholder-management abilities.
- Ability to establish systems, manage multiple functions and work independently in a start-up environment.
- High level of integrity, accountability, professionalism and confidentiality.

How to apply:

Interested and qualified candidates should forward their CVs and a motivation letter to: sgssuppliercompany@gmail.com by **13rd of September 2026**

Data Privacy Notice: By applying for this position, you consent to the collection and processing of your personal data for recruitment purposes in accordance with the Tanzania Personal Data Protection Act, 2022. Your information will be treated confidentially and used only for the recruitment process.