

# We are **HIRING!**



## **Position:**

### **OFFICE CASHIER**

**ON AFRICA CONSTRUCTION** we are looking for a competent **OFFICE CASHIER** to oversee and facilitate the supply chain operations aiming for maximum efficiency.

» Interested candidates may send their Cover letter and CVs through,  
E-mail:  
[hr@onafricaconstruction.co.tz](mailto:hr@onafricaconstruction.co.tz)

**Deadline: 15<sup>th</sup>, July 2024**

## **QUALIFICATIONS:**

- 🌟 *Diploma of Business Administration, Accounting, Procurement and Logistics, Supply chain Management, or relevant field.*
- 🌟 *Minimum 3 years working experience as a cashier is an added advantage.*
- 🌟 *Experience in customer service will be appreciated.*
- 🌟 *Knowledge of laws, regulations and ISO requirements.*
- 🌟 *Computer-savvy with a working knowledge of SAP software.*
- 🌟 *Outstanding organizational and coordination abilities.*
- 🌟 *Excellent communication and interpersonal skills.*
- 🌟 *Experience working in Construction and Logistics is an added advantage.*

## **RESPONSIBILITIES:**

- ✔ Processing and accepting payments in cash, credit card, debit card or other form of payment.
- ✔ Operating a cash register or computer system.
- ✔ Balancing the cash register and keeping accurate records of transactions.
- ✔ Processing returns and exchanges.
- ✔ Keep logs and records of all project stock, executed orders etc.
- ✔ Honoring Receipts and requesting price checks when needed.
- ✔ Supervise orders and arrange stocking of materials and equipment to ensure they meet needs.
- ✔ Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction.
- ✔ Planning and tracking the construction material to the final decision in a cost-effective manner.
- ✔ Prepare accurate reports for upper management.
- ✔ Keeping records of item codes for purchased goods.
- ✔ Managing and monitoring office Petty cash and keeping accounts.
- ✔ Creating and Managing Payment Vouchers and Purchasing Orders.