



## EMPLOYMENT OPPORTUNITIES

### 1. Job Title: Accounts Assistants (2)

**Locations:** Dar es Salaam

#### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

#### **Key Responsibilities:**

- Process invoices, payments, and receipts.
- Reconcile accounts and assist in preparing financial reports.
- Maintain accurate financial records and documentation.
- Support the finance team with administrative tasks.

#### **Qualifications:**

- Diploma or degree in Accounting or Finance.
- At least 2 years of experience in a similar role.
- Proficiency in accounting software and Microsoft Excel.

#### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

#### **How to Apply:**

Interested candidates should submit their resume and cover letter to [recruitment@maple.co.tz](mailto:recruitment@maple.co.tz). Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

#### **Equal Opportunity Employer:**

Maple Group Tanzania values diversity and encourages individuals from all backgrounds to apply. Only shortlisted candidates will be contacted.



## **2. Job Title: HR Supervisors (8)**

**Locations:** Dar es Salaam

### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

### **Key Responsibilities:**

- Oversee HR operations, including recruitment, training, and employee relations.
- Develop and implement HR policies and procedures.
- Manage payroll processing and benefits administration.
- Ensure compliance with labor laws and regulations.

### **Qualifications:**

- Bachelor's degree in Human Resource Management or related field.
- Minimum of 2 years of supervisory experience in HR.
- Strong knowledge of labor laws and HR best practices.

### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

### **How to Apply:**

Interested candidates should submit their resume and cover letter to **recruitment@maple.co.tz**.

Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

### **Equal Opportunity Employer:**

Maple Group Tanzania values diversity and encourages individuals from all backgrounds to apply. Only shortlisted candidates will be contacted.



### **3. Job Title: HR Assistants (2)**

**Locations:** Dar es Salaam

#### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

#### **Key Responsibilities:**

- Support HR functions such as recruitment, onboarding, and employee file management.
- Assist in payroll preparation and benefits coordination.
- Provide administrative support to the HR team.

#### **Qualifications:**

- Diploma in Human Resources or related field.
- At least 1 year of experience in an HR role.
- Excellent organizational and communication skills.

#### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

#### **How to Apply:**

Interested candidates should submit their resume and cover letter to **recruitment@maple.co.tz**. Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

#### **Equal Opportunity Employer:**

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#### **4. Job Title: Transport Manager (1)**

**Locations:** Dar es Salaam

##### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

##### **Key Responsibilities:**

- Oversee fleet operations and logistics planning.
- Manage drivers, ensuring compliance with schedules and safety protocols.
- Monitor vehicle maintenance and fuel consumption.
- Optimize transport routes and reduce operational costs.

##### **Qualifications:**

- Bachelor's degree in Logistics, Transportation, or related field.
- At least 5 years of experience in transport management.
- Strong leadership and problem-solving skills.

##### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

##### **How to Apply:**

Interested candidates should submit their resume and cover letter to [recruitment@maple.co.tz](mailto:recruitment@maple.co.tz).

Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

##### **Equal Opportunity Employer:**

Maple Group Tanzania values diversity and encourages individuals from all backgrounds to apply. Only shortlisted candidates will be contacted.



## **5. Job Title: Clearing and Forwarding Officers (2)**

**Locations:** Dar es Salaam

### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

### **Key Responsibilities:**

- Coordinate customs clearance and documentation for imports and exports.
- Liaise with regulatory bodies to ensure compliance.
- Track shipments and provide updates to clients.

### **Qualifications:**

- Diploma or degree in Logistics, Supply Chain, or related field.
- Minimum of 3 years of experience in clearing and forwarding.
- Familiarity with customs regulations and freight documentation.

### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

### **How to Apply:**

Interested candidates should submit their resume and cover letter to **recruitment@maple.co.tz**. Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

### **Equal Opportunity Employer:**

Maple Group Tanzania values diversity and encourages individuals from all backgrounds to apply. Only shortlisted candidates will be contacted.



## **6. Job Title: Agriculture Officers (2)**

**Locations:** Dar es Salaam, Mtwara, Ruvuma, Morogoro and Mbeya

### **About Us:**

Maple Group Tanzania is a leading supply chain organization founded in 2018, with the vision of transforming Tanzania's manufacturing industry through innovative and reliable outsourcing services, enhance the agriculture sector with sustainable practices, and strategically position ourselves for future growth into new sectors.

We are currently expanding and seeking skilled and motivated individuals to join our dynamic team in various roles.

### **Key Responsibilities:**

- Provide technical support to farmers and stakeholders.
- Conduct training on best agricultural practices.
- Monitor and evaluate agricultural projects.
- Assist in sourcing and marketing agricultural products.

### **Qualifications:**

- Bachelor's degree in Agriculture, Agribusiness, or related field.
- At least 3 years of experience in agriculture-related roles.
- Strong knowledge of crop production and value chains.

### **We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.

### **How to Apply:**

Interested candidates should submit their resume and cover letter to [recruitment@maple.co.tz](mailto:recruitment@maple.co.tz).

Please include the job title in the subject line. Application letters should be addressed to:

**Human Resources Manager**

**Maple Group Tanzania**

**P.O. Box 9480**

**Dar es Salaam**

**Application Deadline:** 21st December 2024

### **Equal Opportunity Employer:**

Maple Group Tanzania values diversity and encourages individuals from all backgrounds to apply. Only shortlisted candidates will be contacted.