

## WE ARE HIRING

Reveurse Tanzania, on behalf of our valued client, is seeking a highly qualified and driven professional to join their dynamic team. We are looking for an individual who is passionate about excellence, skilled in their field, and ready to make a meaningful contribution in the following open position.

**Job Title: ASSEMBLER**  
**Industry: AUTOMOTIVE**  
**Location: Dar Es Salaam**  
**No. of Position: 90**

### **Responsibilities:**

1. Assemble vehicle components, parts, and accessories according to production guidelines and quality standards.
2. Read and interpret blueprints, technical drawings, and assembly instructions to ensure proper installation.
3. Use hand tools, power tools, and assembly equipment to fit and secure automotive parts accurately.
4. Inspect and test assembled parts to ensure they meet safety and quality standards.
5. Identify and report any defects, malfunctions, or deviations from specifications to the quality control team.
6. Maintain a clean and organized workstation while adhering to workplace safety regulations.
7. Work in coordination with production teams to meet daily assembly targets and production deadlines.
8. Perform basic troubleshooting and adjustments to resolve assembly-related issues.
9. Follow company policies, safety procedures, and standard operating protocols.
10. Participate in training and development programs to enhance technical assembly skills.

### **Job Requirements:**

1. Bachelor's degree or diploma in Mechanical/Automobile Engineering or a related field.
2. Experience in assembly work (preferably in the automotive industry) is an added advantage.
3. Ability to use hand tools, power tools, and assembly equipment effectively.
4. Basic understanding of mechanical systems, automotive components, and assembly techniques.
5. Good hand-eye coordination and attention to detail to ensure accuracy in assembling parts.
6. Ability to follow written and verbal instructions to complete tasks efficiently.

7. Physically fit to perform repetitive tasks, lift heavy parts, and stand for extended periods.
8. Strong teamwork skills and willingness to collaborate with other production team members.
9. Knowledge of workplace safety procedures and compliance with industry regulations.
10. Ability to work in a fast-paced manufacturing environment and meet production deadlines.

## **HOW TO APPLY.**

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: SPRAY PAINTER**

**Industry: AUTOMOTIVE**

**Location: Dar Es Salaam**

**No. of Position: 20**

## **Responsibilities:**

1. Prepare surfaces of vehicles and auto parts by cleaning, sanding, and priming before painting.
2. Select and mix automotive paints to match colours accurately based on manufacturer specifications.
3. Apply paint using spray guns, ensuring smooth, even coverage and high-quality finishes.
4. Perform final detailing, including buffing, polishing, and applying protective coatings.
5. Conduct quality checks to ensure paintwork meets industry standards and customer expectations.
6. Maintain and clean painting equipment, spray booths, and tools to ensure longevity and safety.

7. Follow all safety procedures and guidelines for handling paints, chemicals, and protective gear.
8. Work with other team members to complete projects on time while maintaining quality standards.

## **Job Requirements**

1. Certification in Automotive Spray Painting or related field from an accredited institution.
2. 1 to 3 years of experience in automotive painting or refinishing.
3. Proficiency in using spray guns, mixing paints, and applying various types of automotive coatings.
4. Strong attention to detail to achieve high-quality, flawless finishes.
5. Knowledge of different paint types, including water-based and solvent-based paints.
6. Ability to work in a team and follow production schedules.
7. Understanding of workplace safety procedures, including handling hazardous materials.
8. Physical stamina to stand for long hours and perform repetitive tasks.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: WELDER**

**Industry: AUTOMOTIVE**

**Location: Dar Es Salaam**

**No of Position: 10**

**Responsibilities:**

1. Perform welding and fabrication tasks on automotive components, including frames, exhaust systems, and body panels.
2. Read and interpret automotive technical drawings, blueprints, and welding specifications to ensure accurate assembly.
3. Utilize different welding methods such as MIG, TIG, arc welding, and gas welding, depending on the automotive application.
4. Inspect and test welded joints to ensure durability, strength, and compliance with industry standards.
5. Operate welding and metal-cutting equipment while adhering to safety protocols and quality standards.
6. Work collaboratively with automotive engineers, fabricators, and production teams to meet manufacturing deadlines.
7. Conduct routine maintenance on welding tools and machinery used in the automotive assembly process.
8. Follow strict safety regulations, ensuring a hazard-free environment while handling automotive materials and equipment.

**Job Requirements**

1. Diploma or Certificate of Welding from an accredited institute recognized by the government.
2. 1 to 3 years of experience in welding within the automotive or manufacturing industry.
3. Strong knowledge of different welding methods, including MIG, TIG, arc welding, and gas welding.
4. Ability to work with automotive sheet metal, structural components, and precision welding tools.
5. Experience in reading and interpreting automotive technical drawings and welding symbols.
6. Familiarity with industry regulations and quality control standards for automotive welding.
7. Good physical stamina and hand-eye coordination for precise welding tasks.
8. Ability to work in a fast-paced automotive production environment and meet strict deadlines.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: QUALITY CONTROL INSPECTOR**

**Industry: AUTOMOTIVE**

**Location: Dar Es Salaam**

**No. of Position: 12**

### **Responsibilities:**

1. Conduct inspections on automotive components, assembled vehicles, and production processes to ensure compliance with quality standards and specifications.
2. Perform visual and mechanical tests using specialized tools and measuring instruments (e.g., callipers, micrometres, and gauges).
3. Identify defects, inconsistencies, or deviations from quality standards and report findings to the quality assurance team.
4. Monitor and evaluate manufacturing processes to detect issues that could impact product quality.
5. Document inspection results, maintain quality records, and prepare reports for management review.
6. Collaborate with production and engineering teams to address quality issues and implement corrective actions.
7. Ensure all materials, parts, and finished products meet regulatory and company quality requirements before approval.
8. Conduct random sample testing and quality audits to maintain consistency in production.
9. Assist in training production staff on quality control procedures and best practices.
10. Ensure compliance with workplace safety regulations and automotive industry standards.

## **Job Requirements:**

1. Diploma or Bachelor's Degree in Mechanical Engineering, Automobile Engineering, or a related field.
2. Minimum of 3 years' experience in quality control or inspection in the automotive industry.
3. Strong knowledge of automotive parts, assembly processes, and quality assurance principles.
4. Proficiency in using quality inspection tools, including micrometres, callipers, and digital measurement devices.
5. Familiarity with ISO 9001 and other automotive quality standards is an added advantage.
6. Ability to read and interpret technical drawings, schematics, and product specifications.
7. Strong analytical and problem-solving skills to identify defects and recommend solutions.
8. Excellent attention to detail and ability to work independently under minimal supervision.
9. Proficiency in Microsoft Office (Excel, Word, PowerPoint) for reporting and documentation.
10. Strong communication skills in English and Swahili to coordinate with different teams.
11. Understanding of workplace safety regulations and quality management systems

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: PROCESS ENGINEER**

**Industry: AUTOMOTIVE**

**Location: Dar Es Salaam**

**No. Of Positions: 2**

**Responsibilities:**

- Analyze existing manufacturing processes to identify areas for improvement, focusing on efficiency, quality, and cost reduction.
- Develop and implement process optimization strategies, including Lean Manufacturing and Six Sigma techniques, to streamline production workflows.
- Design and document standard operating procedures (SOPs) to ensure consistency and adherence to quality standards throughout the assembly process.
- Coordinate daily production activities with team members to maintain uninterrupted assembly line operations.
- Monitor product quality throughout the manufacturing stages and initiate corrective measures when deviations occur.
- Supervise the setup, calibration, and maintenance of production machinery to ensure optimal performance and reduce downtime.
- Conduct root cause analysis when equipment failures or process inefficiencies arise, implementing corrective and preventive actions.
- Collect, analyze, and interpret production data to identify trends, inefficiencies, and areas requiring improvement, and compile technical reports for management review.
- Ensure compliance with automotive industry standards and safety regulations, conducting regular audits and risk assessments to maintain a safe working environment.
- Provide training and guidance to production staff on process improvements, new procedures, and quality control measures.
- Collaborate with maintenance, quality assurance, and production teams to foster a culture of continuous improvement and operational excellence.

**Job Requirements:**

- Bachelor's degree in Mechanical Engineering, Automobile Engineering, Process Engineering, or a related field.
- Minimum of 3 to 5 years of experience in automotive manufacturing or assembly operations.

- Proven expertise in process optimization, quality assurance, and production management within an automotive environment.
- Proficiency in using CAD software (AutoCAD, SolidWorks) for designing and improving production layouts.
- Strong analytical skills with the ability to interpret complex data and translate findings into practical solutions.
- Excellent problem-solving abilities with a proactive approach to troubleshooting production challenges.
- Effective communication and interpersonal skills to work collaboratively within multidisciplinary teams.
- Familiarity with automotive quality standards such as ISO/TS 16949 and IATF 16949.
- Strong project management abilities to lead improvement initiatives and track progress effectively.
- Commitment to workplace safety, including thorough knowledge of health and safety regulations applicable to automotive manufacturing.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**



**Job Title: MATERIALS CONTROLLER**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**No. of Position: 25**

**Responsibilities:**

1. Monitor and control the inventory of raw materials, spare parts, and other supplies to ensure availability.
2. Track incoming and outgoing materials, update stock records, and maintain accurate inventory levels.
3. Coordinate with procurement and warehouse teams to ensure timely delivery and storage of materials.
4. Conduct regular stock audits and reconcile discrepancies to prevent material shortages or excess.
5. Ensure proper handling, labeling, and storage of materials following safety and quality standards.
6. Prepare reports on material usage, stock levels, and order requirements for management review.
7. Work closely with production and logistics teams to optimize material flow and minimize waste.
8. Adhere to company policies and industry regulations related to inventory management and material handling.
9. Oversee the unloading of incoming materials, ensuring proper inspection and documentation.
10. Manage the dispatch process, ensuring timely and accurate delivery of materials to production or external clients.
11. Ensure efficient storage of materials in designated locations, following warehouse organization standards.

**Job Requirements**

1. Diploma or Bachelor's degree in Supply Chain Management, Procurement, Logistics, or a related field.

2. Minimum of 2 years of experience in material control, inventory management, or warehouse operations.
3. Knowledge of inventory tracking software and Microsoft Excel for reporting.
4. Strong organizational skills with attention to detail and accuracy in record-keeping.
5. Understanding of supply chain processes, procurement, and stock control principles.
6. Ability to work in a fast-paced environment and coordinate with different departments.
7. Problem-solving skills to handle stock discrepancies and material shortages efficiently.
8. Experience in the automotive industry is an added advantage.

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**Job Title: FORKLIFT DRIVER**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**No. Of Positions: 3**

## **Responsibilities:**

1. Operate forklifts safely and efficiently to load, unload, and transport materials within the warehouse, factory, or loading docks.
2. Stack and arrange materials properly to optimize storage space and ensure easy retrieval.
3. Conduct daily pre-operational checks on the forklift, including brakes, steering, and fuel levels, and report any malfunctions.
4. Assist in loading and unloading shipments, ensuring proper handling to prevent damage to goods.
5. Move raw materials, finished goods, and other items between production lines and storage areas.

6. Follow all safety regulations and company procedures while operating the forklift.
7. Maintain accurate records of inventory movements and stock levels.
8. Support warehouse staff with manual handling tasks when needed.
9. Ensure the cleanliness and maintenance of the forklift and report any necessary repairs.
10. Adhere to health and safety regulations, including the proper use of personal protective equipment (PPE).

### **Job Requirements:**

1. Certification in Forklift Operation from an accredited institution.
2. 1 to 3 years of experience operating a forklift in a warehouse, logistics, Automotive, or manufacturing setting.
3. Valid forklift driving license and ability to operate different types of forklifts.
4. Ability to lift and move heavy materials safely.
5. Knowledge of warehouse inventory management and basic record-keeping.
6. Understanding of workplace safety procedures and hazard prevention.
7. Physical fitness and ability to work in a fast-paced environment.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: EQUIPMENT MAINTENANCE OPEARTOR**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**No. of Position: 2**

**Responsibilities:**

1. Perform routine maintenance, inspections, and repairs on mechanical and electrical equipment to ensure optimal performance.
2. Diagnose mechanical and electrical faults in production machinery and recommend appropriate solutions.
3. Conduct preventive maintenance to minimize downtime and extend the lifespan of machines and equipment.
4. Read and interpret technical manuals, schematics, and maintenance materials in English for troubleshooting and repairs.
5. Ensure proper calibration and adjustment of equipment to meet production and safety standards.
6. Replace or repair defective components, including motors, wiring, sensors, belts, and hydraulic systems.
7. Maintain records of maintenance activities, including work performed, parts used, and issues identified.
8. Follow workplace safety protocols when handling tools, equipment, and electrical components.
9. Assist in the installation and commissioning of new machines and production equipment.
10. Work closely with production teams to address maintenance needs and minimize operational disruptions.

**Job Requirements:**

- Diploma or Bachelor's Degree in Mechanical Engineering, Automobile Engineering, Electrical Engineering, or a related technical field.
- Strong knowledge of both mechanical and electrical maintenance in industrial or automotive equipment.
- Experience with diagnosing, repairing, and maintaining production machinery.

- Ability to read and understand English technical manuals, schematics, and maintenance documents.
- Hands-on experience with electrical systems, motors, PLCs, hydraulics, and pneumatics is an advantage.
- Proficiency in using diagnostic tools, power tools, and hand tools for maintenance work.
- Strong troubleshooting skills and the ability to work under minimal supervision.
- Willingness to work in shifts, respond to emergency repairs, and support maintenance schedules.
- Ability to maintain accurate maintenance records and follow preventive maintenance plans.
- Knowledge of workplace safety procedures and compliance with maintenance regulations.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: CUSTOMS BROKER/DECLARATION**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**No of Position: 2**

**Responsibilities:**

1. Prepare and submit accurate customs declarations and related documentation in compliance with national and international regulations.
2. Facilitate the import and export processes by ensuring timely and correct submission of customs entries.
3. Classify goods according to the Harmonized System (HS) codes and ensure accurate tariff classification.
4. Coordinate with clients, customs authorities, and freight forwarders to resolve any clearance issues or discrepancies.
5. Verify shipping documentation, including bills of lading, invoices, and certificates of origin, to ensure compliance with customs requirements.
6. Calculate duties, taxes, and other charges related to imported and exported goods, applying the correct rates as per customs regulations.
7. Maintain accurate records of customs transactions and file necessary paperwork for audit and compliance purposes.
8. Advise clients on customs regulations, duty exemptions, and potential cost-saving measures related to import and export activities.
9. Track shipments and clearance status to ensure smooth and efficient customs processing.
10. Stay updated on changes in customs laws, tariffs, and international trade regulations, and advise the company on their impact.
11. Handle post-clearance audits and respond to customs inquiries or disputes promptly and professionally.

## Job Requirements

1. Diploma or Bachelor's Degree in International Trade, Logistics, Supply Chain Management, or a related field.
2. Minimum of 3 years of experience in customs clearance, import/export processes, or freight forwarding.
3. Valid Customs Broker License or Certification as required by the country's regulatory authority.
4. In-depth knowledge of customs regulations, HS codes, and tariff classifications.
5. Proficiency in customs clearance software and electronic filing systems (e.g., ASYCUDA, TRADEX).
6. Strong analytical skills to assess documentation accuracy and compliance.
7. Excellent attention to detail and problem-solving skills, especially in handling customs discrepancies.
8. Strong communication skills to coordinate with clients, customs authorities, and internal teams.
9. Ability to work under pressure and meet strict deadlines, especially during peak import/export seasons.
10. Familiarity with international trade agreements, duty exemptions, and bonded warehouse procedures.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: ACCOUNTANT**  
**Industry: AUTOMOTIVE**  
**Location: Dar Es Salaam**

### **Responsibilities:**

1. Maintain accurate financial records, including general ledgers, journal entries, and account reconciliations.
2. Prepare monthly, quarterly, and annual financial statements in compliance with accounting standards.
3. Ensure timely VAT, PAYE, corporate tax, and statutory filings while maintaining proper tax documentation.
4. Manage accounts payable and receivable, process vendor invoices, reconcile payments, and follow up on overdue collections.
5. Perform bank reconciliations, oversee payroll processing, and ensure compliance with statutory deductions.
6. Track inventory costs, vehicle sales, spare parts, and service transactions while maintaining accurate costing records.
7. Assist in budgeting, financial forecasting, and variance analysis to support business decision-making.
8. Ensure financial policies and internal controls are followed while assisting in external and internal audits.

### **Job Requirements**

1. Bachelor's degree in Accounting, Finance, Economics or a related field (A Certified Public Accountant (CPA) certification is required).
2. Minimum of three (3) years of experience in an accounting role, preferably in the automotive industry.
3. Proficiency in accounting software such as QuickBooks, SAP, or Tally.
4. Strong understanding of financial reporting, taxation, payroll, and audit processes.
5. Knowledge of inventory and cost accounting, including valuation methods.
6. Ability to work under pressure, meet deadlines, and ensure accuracy in financial records.
7. Familiarity with automotive industry financial regulations, including import duties and excise taxes.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hr**



**Job Title: ADMINISTRATIVE ASSISTANT**

**Industry: AUTOMOTIVE INDUSTRY**

**Location: DAR ES SALAAM**

**Job Summary:**

We seek a highly organized and proactive Administration Assistant to join our team in the automotive industry. The ideal candidate will be responsible for efficiently managing vehicle usage, ensuring optimal allocation, and supporting overall administrative functions to enhance business operations.

**Key Responsibilities:**

- Effectively arrange vehicle usage by considering the needs of different departments, the urgency of tasks, and vehicle availability.
- Utilize scheduling software or tools to optimize vehicle allocation and ensure timely transportation support for business operations.
- Maintain and update records of vehicle assignments and availability.
- Coordinate with relevant stakeholders to facilitate seamless vehicle utilization.
- Monitor vehicle maintenance schedules and coordinate with service providers for timely service and repairs.
- Ensure compliance with company policies and regulations regarding vehicle use and maintenance.
- Support procurement and inventory management related to automotive supplies and spare parts.
- Assist in organizing meetings, preparing reports, and managing office supplies.
- Collaborate with various departments to streamline administrative processes and improve efficiency.

**Qualifications & Skills:**

- A Bachelor degree in business administration or a related field is a plus.
- 2 – 3 years' experience in an administrative or coordination role, preferably in the automotive industry.
- Proficiency in scheduling tools or software for vehicle allocation.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work independently and handle multiple priorities efficiently.
- Proficiency in MS Office Suite (Word, Excel, Outlook, etc.).
- Previous experience in fleet coordination or logistics management will be an advantage.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: ADMINISTRATIVE & DOCUMENTATION ASSISTANT**

**Industry: AUTOMOTIVE INDUSTRY**

**Location: DAR ES SALAAM**

## **Job Summary:**

We are seeking a detail-oriented and organized Administrative & Documentation Assistant to support our automotive operations. The role involves handling administrative tasks, maintaining accurate records, and ensuring compliance with industry regulations. The ideal candidate should have excellent communication skills, proficiency in documentation management, and the ability to multitask efficiently.

## **Key Responsibilities:**

- Manage and organize company documents, records, and files (both physical and digital).
- Prepare, review, and process paperwork related to vehicle registrations, warranties, and compliance documents.
- Assist in coordinating meetings, scheduling appointments, and managing office communications.
- Handled correspondence, emails, and calls related to administrative and documentation matters.
- Ensure that all company documentation aligns with automotive industry standards and legal requirements.
- Maintain and update databases, logs, and reports for internal records.
- Assist in invoicing, purchase orders, and other financial documentation as needed.
- Support HR and operations with employee documentation and onboarding procedures.
- Collaborate with different departments to streamline document flow and efficiency.
- Perform other administrative tasks as required to support smooth office operations.

## Requirements:

1. Bachelor's degree in business administration, Office Management, or a related field preferred.
2. 2 – 3 years of experience in an administrative or documentation role, preferably in the automotive industry.
3. Strong knowledge of MS Office Suite (Word, Excel, Outlook) and document management systems.
4. Excellent organizational skills and attention to detail.
5. Strong verbal and written communication skills.
6. Ability to work independently and handle multiple tasks efficiently.
7. Knowledge of automotive documentation processes (registrations, insurance, compliance) is a plus.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs**

**Job Title: ADMINISTRATIVE RECEPTIONIST**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

## **Job Summary:**

We are looking for a professional and customer-focused Administration Receptionist to join our dynamic team in the automotive industry. The ideal candidate will be the first point of contact for customers and visitors, providing excellent service and administrative support to ensure smooth day-to-day operations.

## Key Responsibilities:

- Greet and welcome customers, clients, and visitors in a professional and friendly manner.
- Answer, screen, and direct incoming calls promptly and efficiently.
- Manage and schedule appointments for customers, service personnel, and management.
- Always maintain a tidy and presentable reception area.
- Handled incoming and outgoing mail, packages, and deliveries.
- Maintain accurate records and files, both electronic and paper based.
- Assist with administrative tasks such as data entry, document preparation, and office supply management.
- Support the sales, service, and administrative teams with clerical duties as needed.
- Process invoices, purchase orders, and basic financial documentation.
- Ensure compliance with company policies and procedures.

## Required Skills & Qualifications:

- A bachelor's degree in business administration or a related field is a plus.
- 1-3 years of experience in a receptionist or administrative role, preferably in the automotive industry.
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Professional appearance and a customer-oriented approach.
- Ability to handle sensitive information with confidentiality.
- Experience with automotive dealership management software (preferred but not required).

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**Job Title: TRANSLATOR**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**Job Summary:**

We are seeking a highly skilled Translator with expertise in the automotive industry to facilitate clear and accurate communication between multilingual stakeholders. The ideal candidate will have strong linguistic abilities and technical knowledge of automotive terminology to ensure effective translation of documents, manuals, and verbal communication.

**Key Responsibilities:**

1. Translate technical documents, manuals, product specifications, and marketing materials related to the automotive industry.
2. Interpret conversations, meetings, and negotiations between different language speakers to ensure clear communication.
3. Ensure translations maintain the original meaning, context, and technical accuracy.
4. Work closely with engineers, designers, and marketing teams to understand specific industry terminology and context.
5. Edit and proofread translations to maintain high linguistic and technical quality.
6. Maintain updated glossaries of automotive terminology to ensure consistency.
7. Assist in localization of content for different markets, ensuring cultural appropriateness.
8. Support customer service and technical support teams in multilingual communications.
9. Stay updated on automotive industry trends and terminology to enhance translation accuracy.

**Required Skills and Qualifications:**

- Bachelor's degree in Translation, Linguistics, Automotive Engineering, or a related field.
- 2- 3 years experience as a translator, preferably in the automotive industry.
- Fluency in [Specify Languages, e.g., English and Chinese]
- Strong knowledge of automotive terminology and industry-specific jargon.

- Proficiency in translation tools and software (e.g., SDL Trados, MemoQ, Wordfast).
- Excellent written and verbal communication skills.
- Ability to work under tight deadlines and manage multiple projects.
- Strong attention to detail and accuracy.
- Experience in technical writing or localization within the automotive sector.
- Certification in translation (e.g., ATA, CIOL, or equivalent).
- Experience working in a multicultural environment.
- Become familiar with regulatory and compliance requirements in the automotive industry.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: PROCESS ENGINEER**

**Industry: AUTOMOTIVE**

**Location: Dar Es Salaam**

**No. Of Positions: 2**

## **Responsibilities:**

1. Analyze existing manufacturing processes to identify areas for improvement, focusing on efficiency, quality, and cost reduction.
2. Develop and implement process optimization strategies, including Lean Manufacturing and Six Sigma techniques, to streamline production workflows.
3. Design and document standard operating procedures (SOPs) to ensure consistency and adherence to quality standards throughout the assembly process.
4. Coordinate daily production activities with team members to maintain uninterrupted assembly line operations.
5. Monitor product quality throughout the manufacturing stages and initiate corrective measures when deviations occur.
6. Supervise the setup, calibration, and maintenance of production machinery to ensure optimal performance and reduce downtime.

7. Conduct root cause analysis when equipment failures or process inefficiencies arise, implementing corrective and preventive actions.
8. Collect, analyse, and interpret production data to identify trends, inefficiencies, and areas requiring improvement, and compile technical reports for management review.
9. Ensure compliance with automotive industry standards and safety regulations, conducting regular audits and risk assessments to maintain a safe working environment.
10. Provide training and guidance to production staff on process improvements, new procedures, and quality control measures.
11. Collaborate with maintenance, quality assurance, and production teams to foster a culture of continuous improvement and operational excellence.

### **Job Requirements:**

1. Bachelor's Degree in Mechanical Engineering, Automobile Engineering, Process Engineering, or a related field.
2. Minimum of 3 to 5 years of experience in automotive manufacturing or assembly operations.
3. Proven expertise in process optimization, quality assurance, and production management within an automotive environment.
4. Proficiency in using CAD software (AutoCAD, SolidWorks) for designing and improving production layouts.
5. Strong analytical skills with the ability to interpret complex data and translate findings into practical solutions.
6. Excellent problem-solving abilities with a proactive approach to troubleshooting production challenges.
7. Effective communication and interpersonal skills to work collaboratively within multidisciplinary teams.
8. Familiarity with automotive quality standards such as ISO/TS 16949 and IATF 16949.
9. Strong project management abilities to lead improvement initiatives and track progress effectively.
10. Commitment to workplace safety, including thorough knowledge of health and safety regulations applicable to automotive manufacturing.

### **HOW TO APPLY.**

**Send your CV only to [reveurse@reveurse.co.tz](mailto:reveurse@reveurse.co.tz) Or [info@reveurse.co.tz](mailto:info@reveurse.co.tz). Only shortlisted candidates are to be contacted.**

**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: DEPUTY GENERAL MANAGER - HR**  
**Industry: AUTOMOTIVE**  
**Location: DAR ES SALAAM**

## **Job Summary:**

The Deputy General Manager - HR will play a pivotal role in driving the overall HR strategy, ensuring operational efficiency, and fostering a positive work culture in alignment with the organization's objectives. This role demands a proactive leader who can implement HR best practices, manage large-scale workforce operations, and enhance employee engagement in a fast-paced automotive environment.

## **Key Responsibilities:**

### **Strategic HR Leadership**

- Develop and execute HR strategies aligned with business goals.
- Partner with senior leadership to drive organizational effectiveness and workforce planning.
- Lead HR transformation initiatives to improve employee experience and productivity.

### **Talent Acquisition & Workforce Planning**

- Oversee talent acquisition and employer branding initiatives.
- Drive workforce planning to meet production and operational needs.
- Develop strategies to attract, retain, and develop top talent in the automotive sector.

### **Employee Engagement & Culture Development**

- Foster a high-performance work culture through employee engagement programs.
- Implement employee satisfaction and retention initiatives.
- Ensure adherence to company values and promote a positive work environment.

### **Performance Management & Learning Development**

- Oversee the implementation of performance management systems.
- Develop and manage learning and development programs to upskill employees.
- Conduct leadership development and succession planning activities.



## Compensation & Benefits Management

- Design and implement competitive compensation and benefits programs.
- Ensure compliance with industry standards and labor laws.
- Lead initiatives for performance-based rewards and recognition.

## Industrial Relations & Compliance

- Manage industrial relations and maintain harmonious labor relations.
- Ensure compliance with labor laws, safety regulations, and HR policies.
- Handle negotiations with unions and manage dispute resolution processes.

## HR Analytics & Digital Transformation

- Utilize HR analytics to drive data-driven decision-making.
- Implement HR technology solutions for process efficiency and automation.
- Monitor key HR metrics and generate insights for continuous improvement.

## Key Requirements:

1. Bachelor's degree in Human Resources, Business Administration, or related field.
2. 5+ years of experience in the automotive or manufacturing industry.
3. Strong knowledge of labor laws, compliance regulations, and HR best practices.
4. Proven experience in handling large workforce operations and union management.
5. Excellent leadership, communication, and stakeholder management skills.
6. Proficiency in HR analytics and digital HR transformation tools.
7. Experience in HR process automation and technology-driven HR solutions.
8. Ability to work in a dynamic and fast-paced automotive environment.
9. Strong problem-solving and decision-making abilities.

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**

**Job Title: HR SPECIALIST**

**Industry: AUTOMOTIVE**

**Location: DAR ES SALAAM**

**Job Summary:**

We are seeking a detail-oriented and proactive HR Specialist to join our team in the automotive industry. The HR Specialist will be responsible for executing HR functions, including talent acquisition, employee relations, compliance, training, and benefits administration. The ideal candidate will have experience in HR within the automotive sector and a strong understanding of industry-specific workforce requirements.

**Key Responsibilities:**

- **Recruitment & Talent Acquisition:**
  - Collaborate with hiring managers to identify staffing needs and create job descriptions.
  - Conduct end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding.
  - Implement workforce planning strategies tailored to the automotive industry.
- **Employee Relations & Engagement:**
  - Act as a point of contact for employee inquiries and workplace concerns.
  - Foster a positive work environment by managing employee engagement programs.
  - Address employee grievances and conflicts in compliance with labor laws and company policies.
- **Compliance & Labor Law Adherence:**
  - Ensure company policies comply with federal, state, and local labor laws.
  - Maintain and update HR policies and procedures in alignment with industry regulations.
  - Oversee compliance with occupational health and safety regulations.
- **Training & Development:**
  - Organize and conduct training programs for employee skill enhancement.
  - Assist in leadership development initiatives to support career progression.
  - Maintain training records and assess training effectiveness.
- **Compensation & Benefits Administration:**
  - Support payroll processing and benefits administration.
  - Manage employee records, including attendance, leaves, and performance evaluations.
  - Coordinate with external vendors for employee benefits and welfare programs.
- **Performance Management:**
  - Assist in the execution of performance appraisal systems.

- Work with managers to develop improvement plans for underperforming employees.
- Encourage a culture of continuous feedback and performance excellence.

## **Qualifications & Skills:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3+ years of HR experience, preferably in the automotive industry.
- Strong knowledge of employment laws and HR best practices.
- Experience with HR software and applicant tracking systems (ATS).
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to handle confidential information with discretion.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced and dynamic environment.

## **HOW TO APPLY.**

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**Deadline: 15<sup>th</sup> April 2025 at 1700hrs.**