

# JOB VACANCY

## SALES & PROCUREMENT MANAGER



### INDUSTRY: ALUMINIUM & GLASS

HR World Limited, on behalf of our client, we are seeking to recruit a Sales & Procurement Manager who will be responsible for driving business development while efficiently managing sourcing and procurement of materials for ongoing and upcoming projects.

### JOB RESPONSIBILITIES

- Identify and secure new business opportunities within the construction and real estate sector.
- Conduct regular site visits and engage with developers, contractors, and consultants to generate leads.
- Prepare accurate quotations and actively follow up with clients to close deals.
- Build, manage, and sustain strong client relationships to support repeat business.
- Conduct market research to identify upcoming projects and industry opportunities.
- Manage procurement processes including sourcing of materials locally and internationally.
- Negotiate with suppliers to achieve optimal pricing, quality, and delivery terms.
- Coordinate closely with the operations team to determine material requirements.
- Ensure timely procurement and delivery of materials to meet project timelines.
- Maintain supplier relationships and evaluate supplier performance.

### JOB QUALIFICATIONS

- Bachelor's degree or Diploma in Procurement, Supply Chain, Business Administration, Engineering, or related field.
- Minimum of 3–5 years of experience in sales within construction, aluminium, glass, or façade industry.
- Proven experience in procurement and supplier management.
- Strong negotiation, communication, and interpersonal skills.
- Technical knowledge of aluminium and glass materials is an added advantage.
- Self-motivated, target-driven, and capable of working independently.

### SUBMISSION

Before 01st April 2026

### SEND YOUR CV via

[career@hrworld.co.tz](mailto:career@hrworld.co.tz)



*Only shortlisted candidates will be contacted*

# JOB VACANCY

## OPERATIONS MANAGER – ALUMINIUM & GLASS FABRICATION



### INDUSTRY: ALUMINIUM & GLASS

HR World Limited, on behalf of our client, we are seeking to recruit an Operations Manager – Aluminium & Glass Fabrication who will be responsible for overseeing all factory operations, managing production processes, supervising teams, and ensuring quality and timely execution of projects.

### JOB RESPONSIBILITIES

- Oversee all factory operations including cutting, fabrication, assembly, and installation preparation.
- Plan and manage production schedules in line with project timelines.
- Supervise and manage factory workers and technicians.
- Ensure proper utilization of materials and minimize wastage.
- Coordinate with management on incoming projects and delivery deadlines.
- Verify materials received and ensure correct allocation to respective projects.
- Ensure quality control for aluminium works, curtain walls, glass works, cladding, and façade systems.
- Maintain and enforce health and safety standards within the factory.
- Track progress of each project and provide regular status reports to management.

### JOB QUALIFICATIONS

- Bachelor's Degree or Diploma in Mechanical Engineering, Civil Engineering, Construction Management, or related field.
- Minimum of 5+ years of experience in aluminium and glass fabrication.
- Strong knowledge of façade systems, curtain walls, aluminium profiles, and glass installation.
- Experience managing teams in a workshop or factory environment.
- Ability to read and interpret technical drawings accurately.
- Strong leadership and organizational skills.
- Ability to work under pressure and meet deadlines.

### SUBMISSION

Before 01st April 2026

### SEND YOUR CV via

[career@hrworld.co.tz](mailto:career@hrworld.co.tz)



*Only shortlisted candidates will be contacted*

# JOB VACANCY

## PURCHASE SUPERVISOR CUM STORE KEEPER



### INDUSTRY: OIL AND GAS

HR World Ltd on behalf of our client, we are looking for a Purchase Supervisor cum Store Keeper who will be responsible for managing spare parts purchasing, coordinating with the workshop and vendors, and overseeing store operations to ensure timely availability of materials. The role also involves documentation, logistics coordination, and managing the store in the absence of the Store Keeper.

### JOB RESPONSIBILITIES

- Receive spare parts requests from the Store Keeper or Workshop.
- Check item availability in the store and issue available items immediately.
- Inform the Purchase Team of items not available in stock.
- Obtain quotations from multiple vendors for required spare parts.
- Compare quotations based on price, quality, and delivery timelines.
- Coordinate with the Workshop Manager to confirm actual spare parts requirements.
- Finalize vendors upon approval and prepare Local Purchase Orders (LPOs).
- Arrange transportation and logistics for spare parts when required.
- Collect purchased goods from suppliers when necessary.
- Verify received items for correct quantity and quality.
- Hand over received materials to the Store Keeper.
- Collect invoices, delivery notes, and all supporting documents.
- Prepare Goods Receipt Notes (GRN) and submit documents to the Accounts Department.
- Prepare daily lists of required spare parts and materials.
- Follow up on pending or delayed orders to ensure timely availability.
- Manage store operations in the absence of the Store Keeper, including issuing materials and maintaining stock records.
- Ensure proper storage, cleanliness, and organization of the store.
- Coordinate with suppliers regarding deliveries and pending orders.
- Assist in supplier payment follow-ups and obtain supplier statements.
- Liaise with the Workshop Manager, Purchase Team, Store Keeper, and Accounts Department.
- Ensure accurate documentation and record-keeping for all purchases and store transactions.

### SUBMISSION

**Before 05th April 2026**

### JOB QUALIFICATIONS

- Bachelor's Degree or Diploma in Procurement, Supply Chain, Stores Management, or a related field.
- 2 – 3 years of experience in purchasing, store operations, or spare parts management.
- Basic knowledge of spare parts and inventory management.
- Experience in vendor sourcing and negotiation.
- Good communication and coordination skills.
- Ability to manage multiple tasks and meet deadlines.
- Basic computer skills (Excel, inventory systems, and email).

**SEND YOUR CV via**

**[career@hrworld.co.tz](mailto:career@hrworld.co.tz)**



*Only shortlisted candidates will be contacted*