

JOB OPENINGS AT ZTM LIMITED

About ZTM LIMITED:

ZTM LIMITED is the leading stockist and retailer of industrial and automotive bearings in East and Central Africa. We are a professional service and project management company committed to providing top-tier solutions for our clients' procurement and project outsourcing needs.

Location: Dar es Salaam, Tanzania

Company: ZTM LIMITED

Application Deadline: 12th October, 2024

1. Salesman (2 Positions)

Responsibilities:

- Assist customers in selecting the right automotive and industrial parts.
- Build and maintain relationships with clients to understand their needs and provide product recommendations.
- Manage sales transactions and ensure customer satisfaction.
- Maintain up-to-date knowledge of company products and inventory.
- Work towards achieving sales targets and contributing to team objectives.

Qualifications:

- No prior experience required, but knowledge of automotive and industrial parts is an advantage.
- A degree in a business-related field.
- Strong communication and interpersonal skills.

2. Digital Marketer (1 Position)

Responsibilities:

- Develop, implement, and manage marketing campaigns that promote ZTM LIMITED's products and services.
- Plan and execute all digital marketing activities, including SEO/SEM, email marketing, social media, and content marketing.
- Design and maintain the company website, ensuring effective user experience.
- Analyze marketing performance data to improve digital campaigns and strategies.
- Collaborate with the sales team to align marketing efforts with business goals.

Qualifications:

- Degree in marketing, IT, or a related field.
- Knowledge of SEO/SEM, email marketing, social media marketing, and website design.
- Professional certifications (Google Ads, HubSpot, HootSuite etc.) are an added advantage.
- Strong analytical and project management skills.

3. Accountant (1 Position)

Responsibilities:

- Prepare financial statements, budgets, and reports in compliance with regulatory and company standards.

- Manage accounts payable and receivable, payroll, and tax filings.
- Conduct audits, reconcile accounts, and resolve discrepancies.
- Ensure timely financial reporting and provide strategic insights to improve financial processes.
- Oversee financial operations and maintain accurate financial records.

Qualifications:

- Certified Public Accountant (CPA).
- A degree in accounting, finance, or related field.
- Minimum of 4 years of accounting experience.
- Strong analytical and organizational skills.

4. Cashier (1 Position)

Responsibilities:

- Handle cash, credit, or check transactions with customers.
- Issue receipts, refunds, or change accurately.
- Maintain a clean and organized work area.
- Balance the cash register and generate sales reports.
- Provide excellent customer service by greeting customers and assisting with their needs.

Qualifications:

- At least a diploma in business, finance, or related field.
- Minimum of 1 year experience in cashier or customer service roles.
- Attention to detail and good mathematical skills.

How to Apply:

Interested candidates should submit their CV and cover letter by 24th October, 2024. Send applications to recruitment@ztm.co.tz .

Join us and be part of East and Central Africa's largest industrial and automotive retailer!

