

B'CAH FOOD PROCCESSING **COMPANY**

P.O.Box 60 Tabora

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BUSINESS MANAGER

B'cah Food processing company is the private liability company operated since August 2013 located in Tabora Tanzania. We produce the following products:

- A. **B'cah Bakery:** All bakery items such as Bread, Sons, Andazi and Cakes in different sizes and types,
- B. **B'cah Meat:** Also deal with Meat processing product such as fresh beef meat, chicken Fresh fish, Grinded beef meat and sausages in different sizes.
- C. **B'cah Posho Mills:** Dealing with processing and packing of all crops meal such as maize meal, Rise packing and Packing of any other cereal crops.

Will serve a community of about 35,000 residents mostly house hold communities across the Tabora region

B'cah food processing company will have the advantage of the foot traffic in the Tabora area retail area which is the home of the all cereal crops, as well as the home of other Commercial crops such Tobacco.

Job Purpose

To provide outstanding Business (prospective) to make satisfaction of customers through efficient, well trained and customer focussed staff ensuring optimal usage of resource by using clear signage and marketing materials as well as quick service

Kusimamia shuguli zote za kampuni zilizopo sasa na zitakazoendelea kwa uweledi na uzoefu mkubwa kuakikisha ustawi wa kampuni na uridhikaji wa wateja wote wa bidhaa zote zitokazo kwenye kampuni

Main Responsibilities:

- To ensure that a company with all departments are on track to meet its financial goals
Kuhakikisha idara zote za kampuni zinafanya kazi kwa ushirikiano kufikia lengo la kampuni
- To develop and implement weekly, Monthly quarterly and annual company budgets
Kuandaa na kusimamia bajeti ya kampuni kwa muda wa week, Mwezi, Robo mwaka na mwaka mzima
- Prepare daily, Weekly, Monthly, Quarterly and annually reports for senior management and ensure the department complies with company policies
Kuandaa na kuwasilisha riport za uzalishaji na mauzo ya kampuni kwa siku au wiki
- Ensure the front office staff deliver quick, professional, and pro-active services to customers to meet customers' satisfaction
Kuhakikikisha wateja wote wa kampuni wanapata huduma bora kwa weledi wa hali ya juu na wateja wote wanarizika na huduma zetu kwa kiwango cha hali ya juu
- Oversee the activities of workers in all aspects, Such as attendance, Uniforms, Working environment and welfare of all workers
Kusimamia shughuli zote wafanyakazi kwa ujumla wao ikiwa ni pamoja na mahudhurio, Eneo la kazi Sare za kazi na maslahi yao yote kwa ufanisi bora wa kazi
- Facilitate interactive conversations between the front office officers and customers to realize the later needs and ensure customers receive appropriate services and products in a more efficient manner
Kutengeneza muunganiko wa huduma za mbele kumuusu mteja na matakwa ya mteja na huduma zitolewazo ndani kwa wazalishaji
- Maximizing Customer satisfaction by ensuring customers' complaints and inquiries are handled with maximum precision and without unnecessary delays
Kudhibiti, kuhakiki na Kukuza urizikaji wa mteja kwa huduma zitolewzo na kampuni nakuhakikisha malalamiko yeyote yanatatuliwa kwa kiwango cha hali ya juu na kwa wakati
- Ensure optimal environment in all area such as production area/Sales and sales point are in best quality through keeping it organized, clean and optimal display of marketing materials and signage, correct information on sales brochure

Kuhakikisha mwonekano bora ya kazi kwenye eneo la kazi ambapo ni kiwandani na maduka ya mauzo yanakua na mpangilio mzuri wa bidhaa wa kumvutia mteja na mwonekano wa matangazo kwa wateja yanakua na habari sahihi

- To hire competent staff in each area, train specifically market strategies and evaluate new employees
Kuajiri watu sahihi kwa maendeleo ya kampuni kwenye kila idara,. Kuwapa mafunzo na mbinu mpya za kazi aswa idara ya masoko
- Represent the company anywhere as and when delegated
Kuiwakilisha kampuni mahali popote itakapoitajika ikiwa utatakiwa kufanya ivyo na Mkurugenzi
- Support subordinates performance, relations and development
Kuwasaidia wafanyakazi wote kua na uwezo bora wa kazi, Mausiano bora kazini na maendelo yako kwa maisha ya kila siku ya kampuni
- Identify and management of company potential customers and also establish new potential market area across the region for increase market of all our products
Kuwatambua na kuwadhibiti wateja wetu muhimu wa hapa mjini na pia kuwatafuta masoko mapya kwa bidhaa zetu zote za kampuni.
- Any other assignment that Company Director deems fit.
Kazi zozote utakazo pewa na Mkurugugenzi

Attributes

- ✓ Communication and Presentation skills
- ✓ Business Awareness / achieving business performance.
- ✓ People Management
- ✓ Performance Management.
- ✓ Change management
- ✓ Planning and Organisational skills

Qualifications and Experience

- ✓ Holder of Ordinary Diploma/University Degree/Advanced Diploma.
- ✓ Experience on any Business management.
- ✓ Standard Computer skills.

Remuneration

Negotiable but competitive packages on managerial posts

Tenure

Six month renewable subjective with attain company Goals and targets

Allowances

Available subjective with performance

For anyone interested please send in the following through
bcahfoodproccesingco@gmail.com

- Your current CV
- Your motivation letter,
- Briefly explain why you're interested in position