

EXTERNAL ADVERTISEMENT

Date: 26th November 2024

Join Our Team at Ntake Bakery & Company Ltd.

Position: Imports Coordinator (1 Position)

Location: Ntake Bakery and Company Limited

Application Deadline: 8th December 2024

Reporting to: Managing Director

About Us:

Ntake Bakery & Company Ltd. is a renowned and multifaceted enterprise, widely recognized as a leader in the East African region. Our journey began with a clear vision focused on **quality**, **innovation**, and an unwavering commitment to **excellence**, which has driven our growth and expansion across diverse sectors.

Our flagship bakery operations are at the core of our business, supported by a network of state-of-the-art facilities strategically located in key cities across Uganda, including **Kampala, Jinja, Mbarara, Lira, Masaka**, and **Mbale**. These bakeries are celebrated for producing a wide range of high-quality baked goods that serve both local and regional markets, establishing us as a trusted and reputable name in the industry.

Beyond our core bakery operations, we have made significant strides by expanding into flour milling with a state-of-the-art facility at our Nalukolongo headquarters. This advanced mill ensures a consistent supply of premium products, including Kaswa Baking Flour, Horse Brand Flour, Biscuit Flour, Atta Flour, Sooji Flour, Brown Flour, Biscuit Mandazi, and Cake Flour. In addition to supporting our bakery operations, these high-quality products cater to a wide range of industries, solidifying our position as a reliable supplier for businesses that depend on top-tier flour.

Our influence extends beyond the bakery industry into the **real estate sector**, where our **Concrete Batching Plant** and **Estates division** play a crucial role in supporting the company's infrastructure needs and driving regional development. Additionally, **Gadith Investments**, a key entity based in **Nalukolongo**, strengthens our diverse portfolio by fueling growth and fostering innovation across all sectors in which we operate.

Further emphasizing our commitment to sustainability and innovation, we have established the Tissues Factory (AAA) in Nalukolongo, which focuses on paper recycling and the production of premium tissues and serviettes under the Maxisoft brand. This initiative not only enhances our product offerings but also aligns with our dedication to environmentally responsible practices.

A major milestone in our expansion is the launch of our cutting-edge edible oil refinery at the Namanve Industrial Business Park. This state-of-the-art facility is second to none when it comes to producing a wide range of essential household products, including premium fortified vegetable cooking oil in various sizes (20L, 10L, 5L, 3L, and 1L), as well as Ntake Thupu sachets in 1000ml and 500ml. We also produce Ntake Laundry Bar Soap in Lemon Green (1kg and 600g), Zuri Brown (600g), and Zuri Blue (600g), as well as baker's fats and industrial plastics. Our refinery is a prime example of our commitment to upholding the highest standards of quality and safety, reinforcing our position as a leading provider of essential goods in the region and ensuring we're always at the top of our game.

At Ntake Bakery & Company Ltd, our commitment to excellence, innovation, and sustainability is more than just a philosophy—it is a way of life. We strive to deliver superior products and services that not only meet but exceed the expectations of our customers, partners, and stakeholders.

As Ntake Bakery & Company Limited continues its expansion across East Africa, we are seeking a highly skilled and detail-oriented **Imports Coordinator** to join our vibrant team at our head office in Nalukolongo. This pivotal role is integral to ensuring the seamless importation of goods, maintaining compliance with customs regulations, and upholding the accuracy of inventory systems. The successful candidate will be instrumental in enhancing operational efficiency, streamlining processes, and supporting the company's commitment to excellence and innovation. If you are a proactive professional with a passion for logistics and a drive for precision, this is your opportunity to contribute to the growth and success of one of the region's leading brands.

Key Responsibilities:

1. Document Management

- Review, verify, and approve shipping and import documents for consignments before their arrival at designated ports (Mombasa or Entebbe), ensuring full compliance with regulations.
- Establish and maintain a streamlined filing system for all import-related documents, promptly closing files once vessels are fully cleared and taxes are paid.

2. Consignment Coordination

- Serve as the primary liaison with clearing agents in Mombasa and Kampala, tracking shipments to ensure timely clearance and dispatch of consignments.
- Proactively identify and resolve issues or delays during the clearing process, minimizing disruptions to operations.

3. Cargo Verification

- Oversee the receipt, positioning, and validation of cargo using the URA digital system (BWIMS – Bonded Warehouse Information Management System) to ensure accuracy and compliance with regulatory standards.
- Record all cargo details accurately, promptly addressing any discrepancies.

4. Stock Management

- Update and maintain accurate URA stock records for all incoming vessels and containerized shipments.

- Regularly update stock data in the company's system for 1m4s and 1m7s per truck, ensuring real-time inventory visibility.
 - 5. **Container Monitoring**
 - Track container movements continuously to ensure timely arrivals at the bond.
 - Coordinate offloading operations efficiently to minimize delays and handling issues.
 - 6. **Grain Reconciliation**
 - Reconcile grain quantities received against dispatch figures from GBHL, promptly identifying and resolving any discrepancies to maintain inventory accuracy.
 - Maintain detailed reconciliation records for auditing and reporting purposes.
 - 7. **Stock Card Preparation**
 - Prepare and manage detailed stock cards for all consignments stored in the bond, ensuring accurate and up-to-date inventory tracking.
 - Regularly review and update stock cards to reflect current inventory levels.
 - 8. **Data Entry and Reporting**
 - Accurately input grain truck load data and payment receipts into the company's system.
 - Compile, analyze, and present comprehensive URA monthly reports to support operational planning and regulatory compliance.
 - 9. **Logistics Coordination**
 - Allocate grain to transporters in a timely and efficient manner, ensuring smooth operations and adherence to delivery schedules.
 - Collaborate with logistics teams to optimize transport routes, minimizing costs and maximizing efficiency.
 - 10. **Customs Clearance**
 - Work closely with URA bond officers to facilitate accurate and timely customs clearance, ensuring compliance with all regulatory requirements.
 - Proactively address and resolve issues during the customs clearance process to prevent delays.
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Qualifications and Requirements:

1. **Education:**
 - A Bachelor's degree in Supply Chain Management, Logistics, International Business, or a related field.
2. **Experience:**
 - At least 3 years of experience in imports, logistics, or supply chain coordination, preferably in a manufacturing or food production environment.
 - Experience working with URA digital systems (BWIMS) and Mermidon system is highly desirable.
 - Proven experience in managing cargo clearance, stock management, and customs procedures.
3. **Certifications and Training:**

- Trained in EACFFPC (East African Community Freight Forwarding and Customs Procedures Certificate).
- Knowledge of international trade, including the management of cross-border transactions and import/export compliance.
- Certification in Customs Clearance, Import/Export Management, or Logistics (e.g., CILT or any other relevant certification) is an added advantage.

How to Apply:

Interested candidates are invited to submit their applications, including a detailed CV and cover letter, by **8th December 2024**. Applications can be sent to hr@ntakegroup.com or delivered directly to our **Kampala Head Office** or any nearby branch.

Equal Opportunity Employer:

Ntake Bakery & Company Ltd is committed to diversity and inclusion and is an equal opportunity employer. We encourage all qualified candidates, regardless of background, to apply.

Our Slogan

Ntake Bakery & Company Ltd: Pioneering Quality, Innovation, and Sustainability Across East Africa – *“Your Family Choice.”*
