

Exciting Job Opportunity

Hima Cement Ltd. is a subsidiary of Bamburi Cement Ltd. which is a member of the Holcim Group. Holcim is the leading producer of building materials in the world. At Hima Cement, our Vision is "To be the preferred provider of cement and concrete based building solutions in East Africa with a strong focus on customer experience."

Hima Cement works with all actors in the building and construction industry in Uganda – manufacturing and supplying a wide range of building and construction solutions designed to meet housing and construction needs from small projects like individual home buildings to major construction and infrastructure projects. Whether supplying high-quality cement to a craftsman or helping leading architects explore and deliver creative possibilities, Hima is committed to providing solutions that fit the needs of all its clients

In order to achieve the above objectives, Hima Cement limited seeks to recruit a motivated and competent Weighbridge Clerk as indicated below;

Job Title: Weighbridge Clerk
Vacancy Code: WBC01
Reporting line: Site Logistics Coordinator
Duration: Full time - Contract
Duty Station: Kasese

Job Summary:

The Weighbridge Clerk shall be responsible for an effective, efficient and accurate weighing of inbound and outbound trucks, the movement of weighed trucks from weighbridge to stock pile/warehouse and other truck operations/movements within the yard.

Ensures weighbridge documentation corresponds 100% to the physical items being on the weighing truck and aligned to Holcim internal controls and safety requirements.

Ensures the truck yard is compliant at all times by adopting and implementing Holcim H&S standards, statutory, OSHA requirements and other recognized and applicable safety requirements.

Ensures smooth and safe movement of trucks and people within the yard and that standards are maintained as to achieve YIGO/GIGO targets.

Key Duties and Responsibilities

- Adhere to all the Health and safety compliance rules in the designated working area.
- Accountable for weighbridge operations, verify weighbridge/supplier documents correspond 100% to physical deliveries. Weigh all dispatches and deliveries of cement/bulk material at exit/entry to the shipping.
- Update daily/monthly weighbridge, truck yard and stock-pile reports and resolve variances immediately.

- Verify documents to ensure accuracy of supplier and HCL documentation. Tally documents from YARD IN to YARD OUT. Reconcile physical stocks with ERP stocks and ensure tallied information is entered in operating standard template.
- Support in periodic stock takes for cement and bulk materials in partnership with Finance.
- Safeguard the company against any form of loss of revenue or stocks by accurate weighing of all trucks in and out of the dispatch point.
- Report to the N+1 all order balances from time to time when warned by HODIM immediately and follow up closure.
- Manage driver welfare facilities with the yard and the driver hostel facility.
- Responsible for truck YIGO/GIGO/YIYO for all inbound and outbound deliveries.
- Monitor proper functioning of the weighbridge and equipment (calibration) to avoid any inefficiencies. Report any malfunction immediately it's noted as per the escalation procedure and follow up for closure.
- Supervise proper housekeeping in the truck yard, bulk shed.

Required Qualifications skills and attributes.

Educational Requirements

- Bachelors in Procurement and Logistics or equivalent.
- HODIM knowledge is added advantage.
- MS Office Proficiency (Excel and word).
- Basic reporting skills.

Profile & Personal Qualities

- Attention to detail and precision and ability to think laterally.
- Self-driven problem solver and ability to handle extreme work pressure
- Good communication and interpersonal skills.
- Team player with excellent influencing and organizational skills.
- High level of integrity

How to apply;

Hima cement will offer a competitive remuneration package to the successful candidate. Candidates that know that they meet the above criteria and have what it takes to excel in the above position, should send their CVs, which should include details of email address (if any), present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **31st January 2024. (Email your application and CV to career.applications.hima@lafarge.com and let's save the environment).**

Key Notes:

1. *Hima Cement Limited is a diverse, inclusive and equal opportunity employer. We do not discriminate and do not charge any fee at any stage of the recruitment.*
2. *Make sure that your application letter, CV and certificates are attached as one document*
3. *Indicate the Vacancy Code as the subject for your email*
4. *Only shortlisted candidates will be contacted*
5. *Any form of canvassing will lead to automatic disqualification.*

**The Human Resource Manager – Corporate
Hima Cement Ltd, Plot 838 Namanve Industrial Park
P.O Box 7230 Kampala**