

We ARE
HIRING

Open Positions:

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE RECEPTION

ADMIN & DOCUMENTATION
ASSISTANT

DEPUTY GENERAL MANAGER – HR

HR SPECIALIST

CUSTOM BROKER /DECLARATION
– 2 POSTS

TRANSLATOR – 5 POSTS

ASSEMBLER – 90 POSTS

ACCOUNTANT – 2 POSTS

QC INSPECTOR – 12 POSTS

EQUIPMENT MAINTENANCE
OPERATOR – 2 POSTS

PROCESS ENGINEER – 2 POSTS

SPRAY PAINTER – 20 POSTS

WELDER – 10 POSTS

FORKLIFT DRIVER – 3 POSTS

MATERIAL CONTROLLER – 25 POSTS

Send CV Only to:

reveurse@reveurse.co.tz

or www.reveurse.co.tz

Deadline: 15th April 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Effectively arrange vehicle usage by considering the needs of different departments, the urgency of tasks, and vehicle availability.
- Utilize scheduling software or tools to optimize vehicle allocation and ensure timely transportation support for business operations.
- Maintain and update records of vehicle assignments and availability.
- Coordinate with relevant stakeholders to facilitate seamless vehicle utilization.
- Monitor vehicle maintenance schedules and coordinate with service providers for timely service and repairs.
- Ensure compliance with company policies and regulations regarding vehicle use and maintenance.
- Support procurement and inventory management related to automotive supplies and spare parts.
- Assist in organizing meetings, preparing reports, and managing office supplies.

Requirements:

- A Bachelor degree in business administration or a related field is a plus.
- 2 – 3 years' experience in an administrative or coordination role, preferably in the automotive industry.
- Proficiency in scheduling tools or software for vehicle allocation.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work independently and handle multiple priorities efficiently.
- Proficiency in MS Office Suite (Word, Excel, Outlook, etc.).
- Previous experience in fleet coordination or logistics management will be an advantage.



ADMINISTRATIVE ASSISTANT

Industry: Automotive

Subject:

Application for Administrative Assistant

Send CV Only to:
reveurse@reveurse.co.tz

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Only shortlisted candidates will be contacted

Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Greet and welcome customers, clients, and visitors in a professional and friendly manner.
- Answer, screen, and direct incoming calls promptly and efficiently.
- Manage and schedule appointments for customers, service personnel, and management.
- Always maintain a tidy and presentable reception area.
- Handled incoming and outgoing mail, packages, and deliveries.
- Maintain accurate records and files, both electronic and paper-based.
- Assist with administrative tasks such as data entry, document preparation, and office supply management.
- Support the sales, service, and administrative teams with clerical duties as needed.
- Process invoices, purchase orders, and basic financial documentation.
- Ensure compliance with company policies and procedures.

Requirements:

- A bachelor's degree in business administration or a related field is a plus.
- 1-3 years of experience in a receptionist or administrative role, preferably in the automotive industry.
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent communication and interpersonal skills.
- Professional appearance and a customer-oriented approach.
- Ability to handle sensitive information with confidentiality.
- Experience with automotive dealership management software (preferred but not required)



ADMINISTRATIVE RECEPTIONIST

Industry: Automotive

Subject:

Application for Administrative Receptionist

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reveurse@reveurse.co.tz

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Only shortlisted candidates will be contacted

Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Manage and organize company documents, records, and files (both physical and digital).
- Prepare, review, and process paperwork related to vehicle registrations, warranties, and compliance documents.
- Assist in coordinating meetings, scheduling appointments, and managing office communications.
- Handle correspondence, emails, and calls related to administrative and documentation matters.
- Ensure that all company documentation aligns with automotive industry standards and legal requirements.
- Maintain and update databases, logs, and reports for internal records.
- Assist in invoicing, purchase orders, and other financial documentation as needed.
- Support HR and operations with employee documentation and onboarding procedures.

Requirements:

- Bachelor's degree in business administration, Office Management, or a related field preferred.
- 2 – 3 years of experience in an administrative or documentation role, preferably in the automotive industry.
- Strong knowledge of MS Office Suite (Word, Excel, Outlook) and document management systems.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Ability to work independently and handle multiple tasks efficiently.
- Knowledge of automotive documentation processes (registrations, insurance, compliance) is a plus



ADMINISTRATIVE & DOCUMENTATION ASSISTANT

Industry: Automotive

Subject:

Application for Administrative & Documentation Assistant

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Only shortlisted candidates will be contacted

Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Partner with senior leadership to drive organizational effectiveness and workforce planning.
- Develop and execute HR strategies aligned with business goals.
- Lead HR transformation initiatives to improve employee experience and productivity.
- Oversee talent acquisition and employer branding initiatives.
- Drive workforce planning to meet production and operational needs.
- Develop strategies to attract, retain, and develop top talent in the automotive sector.
- Foster a high-performance work culture through employee engagement programs.
- Implement employee satisfaction and retention initiatives.
- Ensure adherence to company values and promote a positive work environment.
- Oversee the implementation of performance management systems

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 5+ years of experience in the automotive or manufacturing industry.
- Strong knowledge of labor laws, compliance regulations, and HR best practices.
- Proven experience in handling large workforce operations and union management.
- Excellent leadership, communication, and stakeholder management skills.
- Proficiency in HR analytics and digital HR transformation tools.
- Experience in HR process automation and technology-driven HR solutions.



DEPUTY GENERAL MANAGER - HR

Industry: Automotive

Subject:

Application for Deputy General Manager - HR

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3+ years of HR experience, preferably in the automotive industry.
- Strong knowledge of employment laws and HR best practices.
- Experience with HR software and applicant tracking systems (ATS).
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to handle confidential information with discretion.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced and dynamic environment.



HR SPECIALIST

Industry: Automotive

Subject:

Application for HR Specialist

Send CV Only to:

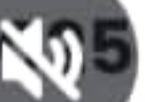
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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Prepare and submit accurate customs declarations and related documentation in compliance with national and international regulations.
- Facilitate the import and export processes by ensuring timely and correct submission of customs entries.
- Classify goods according to the Harmonized System (HS) codes and ensure accurate tariff classification.
- Coordinate with clients, customs authorities, and freight forwarders to resolve any clearance issues or discrepancies.
- Verify shipping documentation, including bills of lading, invoices, and certificates of origin, to ensure compliance with customs requirements.
- Calculate duties, taxes, and other charges related to imported and exported goods, applying the correct rates as per customs regulations.
- Maintain accurate records of customs transactions and file necessary paperwork for audit and compliance purposes.

Requirements:

- Diploma or Bachelor's Degree in International Trade, Logistics, Supply Chain Management, or a related field.
- Minimum of 3 years of experience in customs clearance, import/export processes, or freight forwarding.
- Valid Customs Broker License or Certification as required by the country's regulatory authority.
- In-depth knowledge of customs regulations, HS codes, and tariff classifications.
- Proficiency in customs clearance software and electronic filing systems
- Strong analytical skills to assess documentation accuracy and compliance.



CUSTOMS BROKER/DECLARATION
2 POSTS

Industry: Automotive

Subject:

Application for Customs Broker/Declaration

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Translate technical documents, manuals, product specifications, and marketing materials related to the automotive industry.
- Interpret conversations, meetings, and negotiations between different language speakers to ensure clear communication.
- Ensure translations maintain the original meaning, context, and technical accuracy.
- Work closely with engineers, designers, and marketing teams to understand specific industry terminology and context.
- Edit and proofread translations to maintain high linguistic and technical quality.
- Maintain updated glossaries of automotive terminology to ensure consistency.
- Assist in localization of content for different markets, ensuring cultural appropriateness.
- Support customer service and technical support teams in multilingual communications.
- Stay updated on automotive industry trends and terminology to enhance translation accuracy.

Requirements:

- Bachelor's degree in Translation, Linguistics, Automotive Engineering, or a related field.
- 2- 3 years experience as a translator, preferably in the automotive industry.
- Fluency in [Specify Languages, e.g., English and Chinese]
- Strong knowledge of automotive terminology and industry-specific jargon.
- Excellent written and verbal communication skills.
- Ability to work under tight deadlines and manage multiple projects.
- Strong attention to detail and accuracy.
- Experience in technical writing or localization within the automotive sector.



TRANSLATOR - 5 POSTS

Industry: Automotive

Subject:

Application for Translator

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Assemble vehicle components, parts, and accessories according to production guidelines and quality standards.
- Read and interpret blueprints, technical drawings, and assembly instructions to ensure proper installation.
- Use hand tools, power tools, and assembly equipment to fit and secure automotive parts accurately.
- Inspect and test assembled parts to ensure they meet safety and quality standards.
- Identify and report any defects, malfunctions, or deviations from specifications to the quality control team.
- Maintain a clean and organized workstation while adhering to workplace safety regulations.
- Work in coordination with production teams to meet daily assembly targets and production deadlines.
- Follow company policies, safety procedures, and standard operating protocols.
- Participate in training and development programs to enhance technical assembly skills

Requirements:

- Bachelor's degree or diploma in Mechanical/Automobile Engineering or a related field.
- Experience in assembly work (preferably in the automotive industry) is an added advantage.
- Ability to use hand tools, power tools, and assembly equipment effectively.
- Basic understanding of mechanical systems, automotive components, and assembly techniques.
- Good hand-eye coordination and attention to detail to ensure accuracy in assembling parts



ASSEMBLER - 90 POSTS

Industry: Automotive

Subject:

Application for Assembler

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Maintain accurate financial records, including general ledgers, journal entries, and account reconciliations.
- Prepare monthly, quarterly, and annual financial statements
- Ensure timely VAT, PAYE, corporate tax, and statutory filings while maintaining proper tax documentation.
- Manage accounts payable and receivable, process vendor invoices, reconcile payments, and follow up on overdue collections.
- Perform bank reconciliations, oversee payroll processing, and ensure compliance with statutory deductions.
- Track inventory costs, vehicle sales, spare parts, and service transactions while maintaining accurate costing records.
- Assist in budgeting, financial forecasting, and variance analysis to support business decision-making.
- Ensure financial policies and internal controls are followed while assisting in external and internal audits

Requirements:

- Bachelor's degree in Accounting, Finance, Economics or a related field (A Certified Public Accountant (CPA) certification is required).
- Minimum of three (3) years of experience in an accounting role, preferably in the automotive industry.
- Proficiency in accounting software such as QuickBooks, SAP, or Tally.
- Strong understanding of financial reporting, taxation, payroll, and audit processes.
- Knowledge of inventory and cost accounting, including valuation methods.
- Ability to work under pressure, meet deadlines



ACCOUNTANT - 2 POSTS

Industry: Automotive

Subject:

Application for Accountant

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Conduct inspections on automotive components, assembled vehicles, and production processes to ensure compliance with quality standards and specifications.
- Perform visual and mechanical tests using specialized tools and measuring instruments (e.g., calipers, micrometers, and gauges).
- Identify defects, inconsistencies, or deviations from quality standards and report findings to the quality assurance team.
- Monitor and evaluate manufacturing processes to detect issues that could impact product quality.
- Document inspection results, maintain quality records, and prepare reports for management review.
- Collaborate with production and engineering teams to address quality issues and implement corrective actions.
- Conduct random sample testing and quality audits to maintain consistency in production.
- Assist in training production staff on quality control procedures and best practices.
- Ensure compliance with workplace safety regulations and automotive industry standards.

Requirements:

- Diploma or Bachelor's Degree in Mechanical Engineering, Automobile Engineering, or a related field.
- Minimum of 3 years' experience in quality control or inspection in the automotive industry.
- Strong knowledge of automotive parts, assembly processes, and quality assurance principles.
- Proficiency in using quality inspection tools, including micrometers, calipers, and digital measurement devices.
- Familiarity with ISO 9001 and other automotive quality standards is an added advantage.



QUALITY CONTROL INSPECTOR - 12 POSTS

Industry: Automotive

Subject:

Application for Quality Control Inspector

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Perform routine maintenance, inspections, and repairs on mechanical and electrical equipment to ensure optimal performance.
- Diagnose mechanical and electrical faults in production machinery and recommend appropriate solutions.
- Conduct preventive maintenance to minimize downtime and extend the lifespan of machines and equipment.
- Read and interpret technical manuals, schematics, and maintenance materials in English for troubleshooting and repairs.
- Ensure proper calibration and adjustment of equipment to meet production and safety standards.
- Replace or repair defective components, including motors, wiring, sensors, belts, and hydraulic systems.
- Maintain records of maintenance activities, including work performed, parts used, and issues identified.
- Follow workplace safety protocols when handling tools, equipment, and electrical components.

Requirements:

- Diploma or Bachelor's Degree in Mechanical Engineering, Automobile Engineering, Electrical Engineering, or a related technical field.
- Strong knowledge of both mechanical and electrical maintenance in industrial or automotive equipment.
- Experience with diagnosing, repairing, and maintaining production machinery.
- Ability to read and understand English technical manuals, schematics, and maintenance documents.
- Hands-on experience with electrical systems, motors, PLCs, hydraulics, and pneumatics is an advantage.



EQUIPMENT MAINTENANCE OPERATOR - 2 POSTS

Industry: Automotive

Subject:

Application for Equipment Maintenance Operator

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Monitor and control the inventory of raw materials, spare parts, and other supplies to ensure availability.
- Track incoming and outgoing materials, update stock records, and maintain accurate inventory levels.
- Coordinate with procurement and warehouse teams to ensure timely delivery and storage of materials.
- Conduct regular stock audits and reconcile discrepancies to prevent material shortages or excess.
- Ensure proper handling, labeling, and storage of materials following safety and quality standards.
- Prepare reports on material usage, stock levels, and order requirements for management review.
- Work closely with production and logistics teams to optimize material flow and minimize waste.
- Adhere to company policies and industry regulations related to inventory management and material handling.
- Oversee the unloading of incoming materials, ensuring proper inspection and documentation.

Requirements:

- Diploma or Bachelor's degree in Supply Chain Management, Procurement, Logistics, or a related field.
- Minimum of 2 years of experience in material control, inventory management, or warehouse operations.
- Knowledge of inventory tracking software and Microsoft Excel for reporting.
- Strong organizational skills with attention to detail and accuracy in record-keeping.
- Understanding of supply chain processes, procurement, and stock control principles.



PROCESSING ENGINEER - 2 POSTS

Industry: Automotive

Subject:

Application for Processing Engineer

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Prepare surfaces of vehicles and auto parts by cleaning, sanding, and priming before painting.
- Select and mix automotive paints to match colors accurately based on manufacturer specifications.
- Apply paint using spray guns, ensuring smooth, even coverage and high-quality finishes.
- Perform final detailing, including buffing, polishing, and applying protective coatings.
- Conduct quality checks to ensure paintwork meets industry standards and customer expectations.
- Maintain and clean painting equipment, spray booths, and tools to ensure longevity and safety.
- Follow all safety procedures and guidelines for handling paints, chemicals, and protective gear.
- Work with other team members to complete projects on time while maintaining quality standards.

Requirements:

- Certification in Automotive Spray Painting or related field from an accredited institution.
- 1 to 3 years of experience in automotive painting or refinishing.
- Proficiency in using spray guns, mixing paints, and applying various types of automotive coatings.
- Strong attention to detail to achieve high-quality, flawless finishes.
- Knowledge of different paint types, including water-based and solvent-based paints.
- Ability to work in a team and follow production schedules.
- Understanding of workplace safety procedures, including handling hazardous materials.
- Physical stamina to stand for long hours and perform repetitive tasks



SPRAY PAINTER- 20 POSTS

Industry: Automotive

Subject:

Application for Spray Painter

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Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Perform welding and fabrication tasks on automotive components, including frames, exhaust systems, and body panels.
- Read and interpret automotive technical drawings, blueprints, and welding specifications to ensure accurate assembly.
- Utilize different welding methods such as MIG, TIG, arc welding, and gas welding, depending on the automotive application.
- Inspect and test welded joints to ensure durability, strength, and compliance with industry standards.
- Operate welding and metal-cutting equipment while adhering to safety protocols and quality standards.
- Work collaboratively with automotive engineers, fabricators, and production teams to meet manufacturing deadlines.
- Conduct routine maintenance on welding tools and machinery used in the automotive assembly process.

Requirements:

- Diploma or Certificate of Welding from an accredited institute recognized by the government.
- 1 to 3 years of experience in welding within the automotive or manufacturing industry.
- Strong knowledge of different welding methods, including MIG, TIG, arc welding, and gas welding.
- Ability to work with automotive sheet metal, structural components, and precision welding tools.
- Experience in reading and interpreting automotive technical drawings and welding symbols.
- Familiarity with industry regulations and quality control standards for automotive welding.



WELDERS - 10 POSTS

Industry: Automotive

Subject:

Application for Welder

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Only shortlisted candidates will be contacted

Deadline: 15th APR 2025



LOCATION: **DAR ES SALAAM**

Responsibilities:

- Operate forklifts safely and efficiently to load, unload, and transport materials within the warehouse, factory, or loading docks.
- Stack and arrange materials properly to optimize storage space and ensure easy retrieval.
- Conduct daily pre-operational checks on the forklift, including brakes, steering, and fuel levels, and report any malfunctions.
- Assist in loading and unloading shipments, ensuring proper handling to prevent damage to goods.
- Move raw materials, finished goods, and other items between production lines and storage areas.
- Follow all safety regulations and company procedures while operating the forklift.
- Maintain accurate records of inventory movements and stock levels.
- Support warehouse staff with manual handling tasks when needed.
- Ensure the cleanliness and maintenance of the forklift and report any necessary repairs.
- Adhere to health and safety regulations, including the proper use of personal protective equipment

Requirements:

- Certification in Forklift Operation from an accredited institution.
- 1 to 3 years of experience operating a forklift in a warehouse, logistics, Automotive, or manufacturing setting.
- Valid forklift driving license and ability to operate different types of forklifts.
- Ability to lift and move heavy materials safely.
- Knowledge of warehouse inventory management and basic record-keeping.
- Understanding of workplace safety procedures and hazard prevention.
- Physical fitness and ability to work in a fast-paced environment



FORKLIFT DRIVER - 3 POSTS

Industry: Automotive

Subject:

Application for Forklift Driver

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Only shortlisted candidates will be contacted

Deadline: 15th APR 2025



LOCATION:

DAR ES SALAAM

Responsibilities:

- Monitor and control the inventory of raw materials, spare parts, and other supplies to ensure availability.
- Track incoming and outgoing materials, update stock records, and maintain accurate inventory levels.
- Coordinate with procurement and warehouse teams to ensure timely delivery and storage of materials.
- Conduct regular stock audits and reconcile discrepancies to prevent material shortages or excess.
- Ensure proper handling, labeling, and storage of materials following safety and quality standards.
- Prepare reports on material usage, stock levels, and order requirements for management review.
- Work closely with production and logistics teams to optimize material flow and minimize waste.
- Adhere to company policies and industry regulations related to inventory management and material handling.
- Oversee the unloading of incoming materials, ensuring proper inspection and documentation.

Requirements:

- Diploma or Bachelor's degree in Supply Chain Management, Procurement, Logistics, or a related field.
- Minimum of 2 years of experience in material control, inventory management, or warehouse operations.
- Knowledge of inventory tracking software and Microsoft Excel for reporting.
- Strong organizational skills with attention to detail and accuracy in record-keeping.
- Understanding of supply chain processes, procurement, and stock control principles.



MATERIALS CONTROLLER - 25 POSTS

Industry: Automotive

Subject:

Application for Material Controller

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