

## Position Vacancy Announcement

Job Title:	<a href="#">Distribution Coordinator (Internship)</a>
Reports to:	<a href="#">Director, Marketing &amp; Sales</a>
Location:	<a href="#">Addis Ababa, Ethiopia</a>
Employment Type:	<a href="#">Paid Internship, Full time</a>
Duration:	<a href="#">1<sup>st</sup> Batch:</a> (Sept. / Oct. 2017 – Feb. / Mar. 2018) <a href="#">2<sup>nd</sup> Batch:</a> (Feb. / Mar. 2017 – Jul. / Aug. 2018)
Benefits:	<a href="#">Air ticket(for international candidate) and Health insurance</a>

### About African Bamboo

African Bamboo is a premium Tropical Bamboo products manufacturer. Registered in Ethiopia and the Netherlands since 2012, the company is founded on a wholly sustainable business model. We manage an integrated supply chain developed on a socially inclusive forestry management plan in cooperation with local communities primarily using natural forests. Our manufacturing facility operates off-grid with a net negative carbon offset and no residual waste. Our flagship product is also highly engineered, in cooperation with a leading German wood technology institute. We've optimized material consumption to produce an 82.5% natural bamboo fiber composite panel using Ethiopian highland bamboo. Its exceptional characteristics make our products extremely durable, steel-strong and unique. All processes have been designed to meet the most stringent efficiency, safety and environmental standards.

We are looking for like-minded pioneers to support us to accelerate the commercialization of our market access.

After several years of building the pillars of the business, we're ready to launch!

### Roles:

African Bamboo is currently looking for a motivated and enthusiastic **intern** to take on the following duties in the role of **Distribution Coordinator - Intern**. Through this position you will play a pioneering role of setting up of our distribution business out of Rotterdam. You will establish an end to end value-addition of our product as solutions to our end customers including, warehousing, transportation, and logistics delivery. You will identify and ensure compliancy of relevant international customs and trade regulations for export of inputs to Ethiopia, import of finished goods to Rotterdam, and delivery of solutions to our end customers globally (business to business) from Rotterdam.

As an **Intern - Distribution Coordinator**, you will design, develop, and implement our distribution strategy at each node of our distribution network. You will lead and continuously improve Added Value Creation, Partner Management and Distributor Process Management on a global scale. As the linking pin between market requirements and African Bamboo, you will be advising, training and facilitating the distribution network in customer centric service excellence manner.

## Duties:

### 1. Distribution Model

- 1.1 Business Plan: preparing a bankable information memorandum
- 1.2 Financial Model: proforma based model: working capital, inventory, & finished goods.
- 1.3 Short Deck: autonomous presentation for banks, insurance co, shipping co, and like
- 1.4 Teaser: stakeholder centered
- 1.5 Service Provider Quotation 1: Warehouse, Shipping, Logistics, and Handling
- 1.6 Service Provider Quotation 2: RMA, Installation, Maintenance, and Help Desk
- 1.7 Solutions Quotation: Accessories, Spares, Tools, Packaging, and Documentation
- 1.8 Inputs Quotation: Glue, Oil, Packaging, Wax, and Pallets,

### 2. Distribution Organization

- 2.1 HR: Operational Manual consisting of org chart, policy, procedure, and process
- 2.2 Service Providers: Contracts and administration control tool
- 2.3 Compliancy: Licensing, and reports monitoring tool
- 2.4 Security: inventory, banking, and personnel

### 3. Added Value Creation

- 3.1 Warehousing: shortlist and engage based on services + costs
- 3.2 Shipping / Forwarding: shortlist and engage based on services + costs
- 3.3 Handling: shortlist and engage based on services + costs
- 3.4 Trade Compliancy: establish necessary process
- 3.5 Customs Compliancy: establish necessary process

## Minimum Qualification:

### Required qualifications and experience

- Business Administration, Business Management, and Marketing graduate
- Experience in timber industry and/or building materials sector is an asset
- Strong written and verbal communication skills.

### Required skills

- A pragmatic, problem solving, mindset.
- Team player with strong interpersonal skills.
- Ability to research and propose solutions independently.
- Stress resilient and flexible.
- Knowledge of trade, building and timber product regulations a plus.
- Strong knowledge of wood based panel products and applications is a plus.
- Project management skills and experience is an asset.

## To Apply:

Interested candidates who meet the above requirements are invited to submit their CV and cover letter by **September 15, 2017** via email: [recruitment@african-bamboo.com](mailto:recruitment@african-bamboo.com). For more information, contact us via **Tel: +251 11 320 2647** or visit [www.african-bamboo.com](http://www.african-bamboo.com)

**African Bamboo is an equal opportunity employer; qualified women are encouraged to apply**