

JOB DESCRIPTION

Logistic Co-ordinator: Ref – PTPLC - 01

Job Objective

Our client is part of the Sub Sahara Africa Cluster (SSA) in a leading brand within the global packaging market. It is responsible for West Africa and consists of more than 20 countries within its market including Senegal, Ghana and Cameroun. We are currently recruiting to help our client fill the role of Logistic Co-ordinator.

The Logistic Co-ordinator works directly with the Supply Chain Integration Manager to coordinate daily activities, tracking location and movement of inventory, finished goods and raw materials. He or she also provide reports to internal and external customers as required.

Job Title:	Logistic Co-ordinator
Department:	Sales and Distribution
Reports to:	Supply Chain Integration Manager

Key Roles and Responsibilities

- Executes and supports all Packaging Materials (PM) delivery administration activities.
- Ensures correctness of all customs related documents for PM imports and exports.
- Ensures PM delivery on time, in full and with right freight cost.
- Provides logistics/customs expertise to support customers' need.
- Seeks opportunity to increase productivity on logistics processes.
- Key contact with Logistics Service providers.
- Monitor Inventory level at ports.
- Ensure proper inventory management (inventory reduction, eliminate scraping).
- Resolve any issue that might arise with Ports / Customs / Logistics service providers.
- Support in reporting of KPIs (e.g., ATA for PD2, costs, etc.)
- Pro-actively identify and drive improvement opportunities (cost, service level).
- Executes government payments on Import license and duties.
- Member of order fulfilment capital equipment team in charge of capital equipment's projects.

Preferable Skills

- **Analytical and detailed:** Candidate must possess ability to anticipate and understand complex situations, issues or problems and be able to review the implications and consequences of problems and possible solutions as well as pay attention to detail.
- **Drive:** The capacity to make things happen in an organization and see them to completion
- **Language:** The ability to understand and to express ideas in English; both written and Oral.
- **Customer Oriented:** The knowledge and skill to understand and fulfil the customer's needs through the use of the company's agreed business model and commercial tools, practices and procedures.
- **Process Understanding:** The ability to understand processes and the impact they have on

product and service quality, quantity, timeliness and cost

Job Attributes

Qualifications

- B.Sc. or B.A. (Honours) or equivalent.
- 4 years work experience in logistic or any related field.
- Professional aptitude, presentation and demeanour.
- Problem Solving skills with the ability to seek alternative solutions for dilemmas and problems
- Computer proficiency,
- Planning skills and attention to detail
- Analysis skills with strong customer focus
- Excellent communication skills.