



LOGISTICS OFFICER

JOB TITLE: Logistics Officer

REPORTS TO: Supply Chain Manager

Logistics Officer to help run our warehouse efficiently and according to safety guidelines. Responsibilities include, supporting all supply chain procedures, from coordinating supplier collections/deliveries, managing shipping documentation. To be successful in this role, you should be well-organized and understand the order fulfillment cycle. Ultimately, you will ensure our customers receive the right orders.

The team member we are looking to bring onboard will be responsible for:

- Prepare shipping documents
- Packing list including
- COO, HS CODES
- MSDS Documentation
- Certificate of conformity,
- DGI dangerous goods documentation/ packaging / labeling
- Coordinate our supply chain procedures to maximize quality of delivery
- Schedule supplier collection to our warehouse
- Schedule Deliveries – pending incoterms
- Maintain updated records of orders, suppliers and customers
- Oversee the levels of our warehouse stock
- Provide status of orders to supply chain manager
- Assist with continuous improvement concepts within the warehouse.
- Liaise with suppliers and internal customers in a polite and professional manner.
- Assist with the updating of the KPI's in the warehouse and day to day running of the warehouse.
- Ensure the security and safekeeping of the Company's stock.

We are looking for someone with:

- Matric,
- 3 years' experience in Purchasing and Supply Chain.
- Experience working in a warehouse or shipping department.
- Familiarity with import/export regulations and compliance
- Data entry (process of entering information into a computer system (ERP SYSTEM))
- SAP BY Design is highly recommended, however good SAP knowledge will do.
- Inventory management.
- Prepare shipping document (Packing list, MSD, certificate of conformity, certificate of origin etc)
- Computer literacy, which also involves adequate knowledge on several computer software, such as Excel, Word, and PowerPoint

Closing Date: 08 March 2024

If this is something that interests you, what are you waiting for - apply now by clicking on the link below.

<https://app.smartsheet.com/b/form/68432703d3b94e85899e530eba2a4965>

Should you not hear from us within 7-14 working days from closing date of the advert, kindly consider your application unsuccessful.