



Job Title	Logistics Lead
Company Division/ Department	Supply Chain
Reporting Line	Supply Chain Manager
Direct Reports	None

Purpose (Summary of the role)

Logistics Lead 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.

Minimum Requirements (What we need from you)

Experience:

- 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
- Experience with Procurement from both local, Regional and International Suppliers
- Experience in purchase order processing

Required Skills

- Able to work with minimal supervision
- problem-solving
- Punctual, reliable
- Attention to detail
- be able to handle multiple tasks simultaneously.
- be able to work well under pressure
- Ability to work both at the team and independent level
- Ability to work in all kinds of environment, including a multicultural environment
- Well-developed communication and interpersonal skills to effectively liaise with suppliers, and co-workers.
- Excellent organizational and time-management skills

Qualifications:

- Matric,
- 3 years' experience in Purchasing and Supply Chain.

Additional Requirements:

- May be required to work overtime or on weekends
- Perform other duties as assigned

Duties & Responsibilities (What you would be required to do)

- 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
- Negotiate Contract Terms with Selected Supplier
- Process order confirmations from suppliers quickly and effectively, liaising with other departments where necessary
- Resolving issues where stock does not arrive exactly as it should.
- Ordering stock from suppliers to fulfil customer demand and maintaining service levels
- Negotiating favourable pricing agreements and payment terms with Suppliers
- Creating Purchase Requisition
- Receipting of orders
- Invoice verification/ Vendor Payment (Maintain Accurate Record of Invoices)
- Evaluate existing procurement policies and procedures and update accordingly
- Evaluate and select chosen suppliers using a set criterion such as quality, price, delivery and sustainability
- Keep track of all goods and services ordered and received with a comprehensive inventory
- Ensure responsible procurement practises are being met and comply with company objectives
- Prepare and update reports, records and pricing lists
- Process third party payments

Line Manager:	Name & Surname: Yolandi Cookson	Signature:
Employee:	Name & Surname:	Signature
Date:		