



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

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<b>Job Title</b> Logistics Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> Logistics
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Food & Beverage, FMCG, Retail & Wholesale
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

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<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Food & Beverage: 1 Years
<b>Secondary Industry</b> FMCG, Retail & Wholesale: 1 Years	<b>Primary Category</b> Logistics: 2 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

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Responsible for planning, coordinating, and monitoring logistics operations such as warehousing, inventory, transportation, and supply chain processes. A Logistics Officer typically supervises a team of warehouse staff or other logistics specialists and fleet officers.

## Responsibilities

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- Strategically plan and manage logistics, warehouse, transportation, and customer services
- Direct, optimize and coordinate full order cycle
- Liaise and negotiate with suppliers, manufacturers, retailers, and consumers
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, catalog goods, plan routes, and process shipments
- Resolve any arising problems or complaints
- Supervise, coach and train warehouse workforce
- Meet cost, productivity, accuracy, and timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Comply with laws, regulations related to company fleet and warehouse
- Assures that customer orders are shipped and received on time, accurately. Ensure invoices are in compliance to tariff and customs regulations.
- Provides leadership in warehouse management, assuring that materials technicians are actively involved in improving

warehouse operations performance, including determination of procedures for handling fresh produce.

- Allocates limited resources and places emphasis on the effective use of resources throughout the distribution process.
- Assures long term development and training of the distribution and supervisory personnel.
- Provides leadership in team effectiveness by sharing information and encouraging the participation of all team members, building commitment to common goals, and motivating team members.
- Build a team climate and effectiveness by creating an environment that is focused on its people and their contributions.
- Coordinates distribution activities with other distribution sites to assure a steady, seamless flow of product to the customer.
- Supervise activities of workers engaged in receiving, storing, and shipping finished goods, including reviewing invoices, orders, demand forecasts to estimate peak delivery demand.
- Monitor budget; analyze expenditures and other financials in order to develop plans, policies, and budgets for increasing profits and improving services.
- Negotiate &/or authorize contracts with equipment and material suppliers and monitor fulfillment.
- Regular and predictable attendance is required
- Recommend optimal transportation modes, routing, equipment, or frequency.
- Establish or monitor specific supply chain-based performance measurement systems
- Create policies or procedures for logistics activities.
- Maintain metrics, reports, process documentation, customer service logs, or training or safety records.
- Implement specific customer requirements, such as internal reporting or customized transportation metrics.
- Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
- Ensure carrier compliance with company policies or procedures for product transit or delivery.
- Direct distribution center operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives.
- Negotiate transportation rates or services.
- Design models for use in evaluating logistics programs or services.
- Supervise the work of logistics specialists, planners, or schedulers.
- Prepare or file environmental certification applications.
- Negotiate with suppliers or customers to improve supply chain efficiency or sustainability.
- Recommend purchase of new or improved technology, such as automated systems.
- Develop risk management programs to ensure continuity of supply in emergency scenarios.
- Plan or implement improvements to internal or external logistics systems or processes.
- Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.
- Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers.
- Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
- Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or supplies.
- Communicate freight transportation information to customers or suppliers, using transportation management, electronic logistics marketplace, or electronic freight information systems, to improve efficiency, speed, or quality of transportation services.

## **Education & Qualifications**

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- Bachelor's Degree in Business Administration, Logistics or Supply Chain or any other business-related field with a focus

on supply chain, logistics or other operational type fields.

## Requirements

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- 3+ years progressive experience in a fast-paced, high volume distribution operation which included automation
- A Minimum of 2+ years prior experience managing a team; demonstrated leadership skills and ability to manage staff
- Proven working experience as a Logistics Supervisor
- Record of successful distribution and logistics management
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics software
- Excellent analytical, problem-solving and organizational skills
- Ability to work independently and handle multiple projects

## Characteristics

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- Strong decision making and problem-solving skills
- Comfortable communicating and collaborating with different personalities, cultures, and experience levels; promoting a culture of safety, inclusivity, and respect
- Proficiency using Microsoft Office
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics software such as Fleetio, itrack etc
- Excellent analytical, problem-solving and organizational skills
- Ability to work independently and handle multiple projects
- Proven ability to manage in a fast-paced consumer products distribution operation.
- Excellent oral and written communication skills.
- Excellent organizational/time management skills.
- Ability to effectively interact with employees at all levels of the organization.
- Ability to work for long periods of time, under pressure, to produce results.
- Strong attention to detail.

## Driving Licence

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Not Required

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