



Job Description

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Job Title Operations Lead	Job Location Dar es Salaam	Category Logistics
Job Type Full Time	Job level Middle-Management	Industry Agriculture
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Logistics: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

An Operations Lead is responsible for ensuring the smooth running of the storage procedure of an organization by performing duties that range from complicated storage logistics, overseeing sourcing of products, keeping an eye on the operations team; scheduling shifts, and ensuring that the team is adequately trained.

He/she also performs the function of warehousing processing orders, organizing the dispatch and delivery of goods, and ensuring that goods are stored safely, keeping staff fully trained and prepared for any distribution process, maintaining health and safety standards, and keeping accurate records, and managing timesheets.

Responsibilities

- Overseeing and monitoring of quality, quantity, stock levels, delivery times, transport costs, and efficiency.
- Organizing warehouse, categorizing goods, planning routes, and processing shipments.
- Developing an environment that fosters open and positive team communication by setting expectations, and communicating the company's goals or objectives.
- Taking care of inquiries or compliance issues related to shipping or transportation matters.
- Examining, identifying, planning, and managing special logistics and warehousing processes or operations involves ensuring that accurate and complete accounting, reporting, and internal control systems are functioning and that all relevant records are accurately maintained.
- Working in conformity with laws, regulations, and policies.
- Directs the workflow, motivates, trains, and monitors the performance of operations officers.
- Monitors work processes and make suggestions for modifications to increase and improve productivity, efficiency, and accuracy for improving costs; implements changes as directed or needed.
- Supports compliance with all appropriate policies, procedures, safety rules, and regulations.
- Coaches employees to support their development in the role.
- Supervises the receipt of products, ensuring that only products intended for the Distribution Center are accepted by the receiving clerks; ensures that daily logs are maintained with accurate information relative to products received.
- Oversees the department staff in counting, weighing, and identifying items being shipped, checks materials against invoices, bills of lading, customer orders, and similar documents.
- Maintains all records of the delivery process such as time, cost, productivity, accuracy, date, quantity, source, and destination of produce.
- Oversees the manifests of routes and departures to ensure customers receive their orders in a timely manner.
- May interact with customers in resolving delivery, or order filling issues.
- Ensures the maintenance of records documenting order-filling processes such as quantity, size, and strength.

- Oversees the quality of the packing, protecting breakable items to ensure merchandise received by customers arrives in a satisfactory manner.
- Execute logistical functions and route planning.
- Sourcing produces from farms and supervising activities of field not limited to identifying areas to source products of high quality at a reasonable cost.
- Perform any other duties assigned by the management.

Education & Qualifications

- A Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or any field related to logistics management generally obtained through completion of a three-year bachelor's degree program or equivalent combination of experience and education.

Requirements

- 5+ year's progressive experience in a fast-paced, high-volume distribution operation which included automation.
- A minimum of 1+ years prior experience managing a team; demonstrated leadership skills and ability to manage staff.
- Proven working experience as an operations/ logistics personnel or related job.
- Record of successful warehousing, distribution, and logistics management.
- Demonstrable ability to lead and manage staff.
- Excellent analytical, problem-solving, and organizational skills.
- Ability to work independently and handle multiple projects.

Characteristics

- Ability to communicate effectively as a leader, both orally and in writing.
- Good decision-making skills.
- Possess a strategic mindset.
- Good leadership/coaching skills.
- Good interpersonal skills.
- Working knowledge of warehouse operations
- Strong organizational skills; attention to detail.
- Knowledge of computers to operate effectively with Outlook, PowerPoint, Word, and Excel.
- May require proficiency to operate a reach truck.
- Must be willing to work extended hours, as needed, to meet productivity goals.
- Strong analytical 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
- Proficient in standard ERP, Accounting, or warehousing software
- Ability to work independently and handle multiple projects
- Proven ability to manage a fast-paced consumer products distribution operation.
- Excellent organizational/time management skills.
- Ability to identify an individual's potential and fully develop that potential into team leadership.
- Strong attention to detail.

Driving Licence

Not Required

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