

Logistics Manager

CTC – up to R 300,000 PA (dependant on experience) + discretionary performance bonus.

Leading Diesel Generator business in Sub-Saharan Africa has an immediate vacancy for an individual to be responsible for our outbound logistics, reporting directly to the Managing Director.

Requirements

Excel

- Filtering of sheet
- Populate excel sheet – follow-up dates, comments etc.
- Attention to detail and accuracy when populating Excel: names, dates, allocations, comments etc.

Logistics

- Allocation of generator sets based on priority
- Decide on production priorities
- Liaise with customer, arrange payment of outstanding balances and arrange delivery/collection – including site analysis for rigging purposes for both local and export transactions. **Excellent verbal skills and customer service ethic.**
- Preparation of credit releases – including printing invoices/ statements etc from ERP system
- E-mailing customers statements and invoices
- Booking of trucks based on load optimisation, consolidations etc.
- Booking depot to depot deliveries and arranging depot to site deliveries.
- Agree daily physical count to stock sheet
- Investigate variances
- Identify new suppliers
- Liaise with trucking companies – good verbal skills
- Place orders on ERP system
- Matching supplier's invoices to orders, following up and resolving differences.
- Checking loading and securing of Generator sets, can be over 6 tonnes -units will require crane truck and rigging
- Ensuring correct set is picked from warehouse (including any extras) loaded on truck and all legal requirements are complied with.
- Export to Sub-Saharan Africa

e-mail

- Good spelling and grammar skills
- Language skills English/ Afrikaans essential

Personal attributes

- Attention to detail
- Good customer service
- Common sense
- Good supplier relationship management
- Good computer skills
- Good written skills
- Team player
- Work methodically
- Be honest and trustworthy
- Good time management skills

Educational requirements

- Good Matric Results
- Proficient in English and Afrikaans
- Own transport to our offices in Business Park in Lanseria
- Good computer literacy – Excel essential
- 5 or more years relevant logistics experience

Working hours Mon-Fri 07h00 – 17h00