

JOB DESCRIPTION FOR ADMIN CUM LOGISTICS OFFICER

Job title: Admin cum Logistics Officer	Report to: General Manager
Issue date: 17 th August 2020	Location: Dar-Es-Salaam, Tanzania

Bravo Logistics (T) Africa Limited is one of the recognized brands in Tanzania’s transport and logistics Industry. The company offers full logistics solutions for different local and international clients. Bravo Logistics’ focus has been to create a niche market in providing full solutions in project cargo handling throughout the East, Central and Southern Africa regions. With a visionary leadership, Bravo Logistics has continued as one of the fastest growing companies in terms of both infrastructural and human capital. To learn more about Bravo Logistics please visit our website: www.bravo.co.tz

Job Summary

To control and oversee all administrative and logistics operations, people and ventures. You will be the key officer in the administration department and will be responsible for the overall effectiveness of the department.

Key Responsibilities

Fleet Management

- Provide guidance on general management of fleet, transportation and distribution.
- Strengthen standardization and enforcement of fleet management procedures, guidelines and processes
- Analyse and disseminate information from fleet management system for management decision
- Ensure that all organization’s motor vehicles and motorcycles are properly insured in accordance with the set policies.
- Promote and spearhead safety driving /riding of motorcycles and motor vehicles in the organization.
- Management of the disposal process company vehicles and motorcycles in accordance with the company disposal policy.
- Analyse vehicle status and cost upkeep, provide recommendations on vehicle disposal and replacement.

Logistics & Procurement Management

- Review procedures and guidelines for warehouses within the organisation
- Act as custodian of all stock across all branches including receiving, storing, issuing and reporting
- Monitor procurement, shipping and receiving of materials.
- Tracking of material deliveries, collection and storing of all shipments in a timely and cost-effective manner
- Procure any necessary products and services as directed by management.
- Ensure all items cleaned and properly arranged in the show rooms, stack in the rack for attractive look and store.
- Scheduling and coordinating stock taking and reporting.
- Keep the management team well informed of any changes or updates in material availability and delivery.
- Supplier evaluations and management, especially for administrative procurement.
- Continuous improvement through aggressive cost and process improvement as expected and required

Administration Function

- Manage the administrative functions of the organisation on day to day basis.
- Ensure all office premises are fully licenced as required by the regulators.
- Maintain a system of asset management in line with company guidelines. Ensure all assets are well recorded, maintained and safe guarded at all times.
- Ensure effective management of office premises and good facility management
- Monitors cleanness of office premises effectively supervising and inspecting cleaners from time to time for quality job.

- Monitors utilities usage to ensure value for money usage at all time.

- Coordinate security in liaison with outsourced to ensure properties, premises and people are secured
- Monitor access to the premises by visitors and employees to ensure compliance to security procedures
- Reports any suspicious incidences to the Managing Director.
- Plays a key role in maintaining good PR with various stakeholders in the community around.
- Provide support to branch administrators, fleet, logistics and other staff to accomplish tasks as per procedures and protocol.
- Identify and encourage/recommend staff to undertake skills and capacity enhancement programs and provides coaching for performance.

Safety and compliance

- Boost and coordinate drivers' defensive driving training and riders' motorcycle skills development for all company drivers to ensure drivers/riders safety on the road.
- Ensure that the company adheres to all regulatory workplace health and safety guidelines.
- Uphold safety procedures and ensure compliance among staff.

People Management

- Ensure effective performance management processes according to company policies are implemented
- Manage, supervise, coach and mentor staff and build a team to achieve results
- Manage the basic HR functions of the company like Payroll Management, Biometrics Management, Statutory payments management / Compliance, Leave Management, overtime management etc.

Other duties

Other duties may be assigned by the management from time to time.

Academic and professional qualifications

Minimum of a Bachelor's Degree in Human Resources management and certification of logistics

Experience

Proven work experience as a logistics Manager with a minimum 5 years' experience in Logistics and human resources management.

Additional skills

- Proven ability to implement process improvement initiatives
- Business acumen and strategic thinking.
- Hands on experience within the logistics industry and administration functions.
- Leadership skills and ability to manage staff
- Strong decision making and problem-solving skills
- Excellent communication skills
- Good teamworking skills

Application Instruction

Send CV and application letter to recruitment@bravo.co.tz before or by 7th September 2020. Only shortlisted candidates shall be contacted within 7 working days after application deadline.