



### **Logistics Coordinator**

Are you a young experienced, hard-working individual looking to take on a new challenge in February 2020? If you are a proactive problem solver with exceptional communication skills, we have the perfect job for you!

The world's oldest independent and privately held commodities trading company is looking for a competent Logistics Coordinator to manage all aspects of logistics in an efficient and cost-effective manner throughout their supply chain of non-ferrous raw materials, production to trade. Our Client is an equal opportunity employer.

#### **Responsibilities:**

- Coordinate and monitor supply chain operations
- Assist with framing contracts
- Executing and managing the logistics from countries in Southern Africa to South Africa and internationally
- Tasks include the implementation of new logistic solutions for mines that have not previously produced metals
- Scheduling and planning trucking through the ports of Durban - South Africa, Beira - Mozambique, Dar es Salaam – Tanzania and Walvis Bay - Namibia
- Tracking movements of trucks on daily basis and negotiating transportation, warehouse and ocean freight costs with providers
- Keeping control of stocks in the various ports mentioned above, plan and execute shipments to customer book worldwide
- Communication is key, and regular and accurate updating to all stakeholders and head office is vital

#### **Skills and attributes:**

- Problem-solving skills, decision making ability, organisational skills, procedural mindset, ability to prioritise, a firm understanding of quality management principles
- You should be well-versed in supply management principles and practices and INCOTERMS
- The ideal candidate will have great record-keeping abilities and a customer-oriented approach
- Ability to work with little supervision and track multiple processes
- Willing to work under pressure with irregular working hours when required including weekends and during vacations
- Determine and track KPIs

#### **Qualifications:**

- Industry related academic qualification - BSc/BA in business administration, logistics and supply chain management
- Experience may substitute for education - proven experience as logistics coordinator (+ 5 years)
- Familiarity with industry-relevant rules, regulations and standards
- Working knowledge of legal regulations and ISO requirements

Should you meet the above minimum requirements, send us your CV and a specific cover note to Marique Morkel, stating why you would be a suitable for this role and forward to: [recruitment@africorpsolutions.co.za](mailto:recruitment@africorpsolutions.co.za) (no spaces in address provided)

Candidates who do not comply with the minimum requirements will not be considered and only shortlisted candidates will be contacted.

Should you not hear from us within 21 working days, please consider your application unsuccessful.