

Logistics Staff Job Description

- Serve as point of contact for customers on any Logistics related issues
- Collaborate with Customer service, Quality, Planning, and Purchasing to resolve issues or queries they may have
- Responsible for stocking shelves, organizing cartons, and performing inventory counts
- Follow sales order to prepare goods stated for shipment
- Responsible for all routine vehicle maintenance of the delivery truck, van, and motorcycle
- Provide support to the Sales Department in servicing clients as required
- Provide suggestions within area of responsibility to Logistics Manager as needed
- Support effective resource management and assist with the planning of work within dispatch through load creation
- Responsible for the coordination of incoming goods and daily dispatches as per requirements
- Follow procedures in processing all non-conforming goods or returns as required
- Provide support in the planning and tracking of the shipment of finished orders.
- Responsible for keeping appropriate documentation and logs to support all planned finalized orders
- Responsible for the interpretation and analysis of relevant departmental KPI's and proffer recommendations accordingly
- Stay current with knowledge of dispatch, logistics planning, and effective supplier management
- Responsible for providing accurate reports to track performance and enable decision making
- Actively participate in continuous improvement and problem-solving activities within the unit.