

Job Title:	Logistics Coordinator	Job Grade:	
Department/Group:	Finance and Logistics	Job Code/ Reg#:	202401/30
Location:	Head Office	Travel Required:	Yes
Level/Salary Range:	Market Related	Position Type:	Permanent
HR Contact: Mr. Meke	careers@lesira.co.za / 012-777-3707 /064-991-4205/	Date posted:	26 November 2020
Advert Type	Internal/External Advert	Posting Expires:	29 January 2021
Other Requirements	Have a valid vehicle Code 8/10 Licence & Own Vehicle		
Reporting to:	Finance Executive		
Job Description			
<p>Job Purpose: The company is seeking the services of a Logistics Coordinator at its Manufacturing and Distribution Centre in Pretoria, Koedoespoort.</p>			
Key Performance Area		Description	
<ul style="list-style-type: none"> Coordinate 		<ul style="list-style-type: none"> Ensure that all resources, staff, and fleet, are utilized efficiently. Liaise daily instructions with Sales Staff, Warehouse Supervisor, Drivers, and other Dispatch staff. Train and monitor staff in standard operating procedures (SOPs) to ensure effective and efficient delivery of stock. Coordinate deliveries to ensure KPIs are achieved. Liaising with sales and warehouse regarding stock requirements. Be aware and keep updated with stock levels. 	
<ul style="list-style-type: none"> Logistics 		<ul style="list-style-type: none"> Ensure Lesira products are delivered to customers at the right quantity and quality timeously. Ensuring logistics tasks are in line with Lesira policies and procedures including drivers submitting and accounting for petrol slips. Arrange, direct, and coordinate daily deliveries by liaising with sales, drivers and customers. Resolve problems concerning transportation, logistics systems, imports, exports, and customer issues. Collaborate with other departments to integrate logistics with business systems or processes such as customer sales, order management and accounting; 	
<p>Desired Experience & Qualification</p> <ul style="list-style-type: none"> - Minimum 3 Years' Experience in Sales Environment (Non-negotiable). - Minimum 2 Years' Experience in Logistics Environment. - Post Matric Certificate / Diploma in Logistics or Fleet Management. - Customer Orientation. - Information Processing. - People and Resource Management. - Planning / Priority Setting. - Organised and Consistent. - Attention to detail. - Cost Conscious. - Conflict Resolution. - Negotiation and Forecasting. - Technical Analysis and Data Capturing. 			
<p>Please note if we haven't responded by 11 January 2021, consider your application unsuccessful</p>			