

JOB DESCRIPTION

NAME:	DESIGNATION: Logistics Manager
LOCATION: Head Office, Mbabane	IMMEDIATE SUPERVISOR: Commercial Director

SUMMARY OF DUTIES/RESPONSIBILITIES:

1. Develop and maintain up-to-date schedules on the availability of products for sale by monitoring production and forecasts.
2. Maintain an up-to-date schedule of the product dispositions for each season.
3. Develop and maintain a stock schedule for all relevant warehouses and transit points.
4. Maintain a quality reporting system for products and advise on status of available or shipped stocks.
5. Manage the supply of product ensuring that stock issue is as permitted i.e. per specification, under concession or other permissible basis.
6. Secure sufficient storage capacity for industry production in line with production and marketing patterns, taking into account necessary contingencies.
7. Manage, monitor and control the stock levels at all stores, including the sugar store at port, to ensure that on the one hand sufficient stocks are held to meet customer requirements while at the same time ensure stock levels do not impede continuous production.
8. Put in place and monitor necessary controls on the loss of sugar in transit between the mills, warehouses and ports to ensure that variances are contained within acceptable limits.
9. Oversee the cost-effective and efficient execution of customer orders.
10. Ensure that weighing scales for products are certified and continuously checked.
11. Put in place necessary arrangements for cost-effective and efficient delivery of product to customers.
12. Supervise the Mlawula operations, ensuring efficient day-to-day operations and necessary controls.
13. Ensure proper alignment of mill and marketing requirements by advising on packaging and product requirements, taking into account storage and handling capacities.
14. Prepare the annual plan and budget for the storage, packaging and movement of product (including bagging, storage, and other logistical costs).
15. Procure products – materials and services – for the execution of the logistics function.
16. Develop the necessary budgets for execution of logistics function and manage expenditures.
17. Assign and supervise staff engaged within the Logistics section, including liaison with relevant personnel at the mills or remote storage facilities.
18. Provide necessary support and ensure appropriate liaison with the marketing function.

ADDITIONAL TASKS:

Perform any other duties that may be assigned from time to time by the Commercial Director or the CEO.

REVIEWED BY:

SIGNATURE:

DATE:

ACCEPTED BY:

SIGNATURE:

DATE: