



LOGISTICS OFFICER

Eswatini Sugar Association invites applications from appropriately qualified professionals for the above vacant position. The position reports to the Logistics Manager in the Commercial Department.

The Logistics Officer's core responsibilities will include, amongst others:

1. Monitoring stock levels at all ESA warehouses
2. Processing of customer orders based on stock availability and customer requirements.
3. Updating sugar movement between ESA warehouses and customers.
4. Noting and investigating variances and losses outside the set standards.
5. Keep up to date records of FOB and CIF delivery costs.
6. Consolidating sugar and molasses quality results from external laboratories.
7. Managing of all cross-border clearance documentation and transport arrangements.
8. Procuring bags and other necessary supplies.
9. Monitor performances of service providers.

The Person: The ideal candidate should have the following minimum attributes:

- (i) Bachelor's Degree in Logistics Management or equivalent.
- (ii) At least two years working experience in a logistics entity.
- (iii) Proficiency in Microsoft suite applications, especially Outlook, Excel, Word and PowerPoint.
- (iv) Excellent written and verbal communication skills.
- (v) Good planning and organising skills.
- (vi) Light Duty Driver's Licence

Remuneration: Competitive and commensurate with the responsibilities of the position.

Applications, including detailed curriculum vitae, should be emailed to recruitment@esa.co.sz. All applications should be received by 8 July 2023. The detailed Job Description is available below.





JOB DESCRIPTION

NAME:	DESIGNATION: LOGISTICS OFFICER
LOCATION: HEAD OFFICE	IMMEDIATE SUPERVISOR: LOGISTICS MANAGER
<p>1. SUMMARY OF DUTIES/RESPONSIBILITIES:</p> <ol style="list-style-type: none"> Monitor stock levels at all ESA warehouses on a daily basis. Process customer orders, based on stock availability and customer requirements. Allocate customers to uplift stock based on stock levels and conforming products. Update sugar movement between ESA warehouses and deliveries to customers (movement programmes). Noting variances in weight between dispatch and receipts. Investigate variances and losses outside the tolerance set by ESA. Continuously update FOB and CIF delivery costs. Consolidate sugar and molasses quality results from external labs and highlight out of specifications. Manage cross-border clearance and transport arrangements and ensure Acquittal documents for exports are submitted by transporters to the relevant authorities timeously. Order bags and other necessary bagging supplies. Follow up on deliveries of ordered items and services as per the agreed schedule with suppliers / service providers. Prepare contracts between ESA and service providers for Logistics Manager's review. Monitor performances of service providers and advise Logistics Manager's accordingly. Participate in projects and assignments as assigned by Logistics Manager's. 	
<p>ADDITIONAL TASKS:</p> <ol style="list-style-type: none"> Perform any other duties assigned from time to time by Immediate Supervisor. 	

