



## **HEAD OF LOGISTICS AND INVENTORY - NKCC/HR.211/HOLI/29/02/2024.**

### **Job Purpose**

Reports to the Managing Director. The Head of Logistics and Inventory is responsible for managing all the company's inventory and transportation and ensuring optimal utilisation of resources.

### **Key Responsibilities**

- Maintaining an inventory of products at all times within the supply chain and ensuring accountability of finished products and crates in the depots
- Providing critical advice on the position of available stock on a daily basis and reordering levels at the different stages of the supply chain
- Coordinate order placement between the sales department and production department in line with daily, monthly and annual projections.
- Managing the movement of raw milk within the supply chain and the inter-creamery transfer of finished products.
- Managing the utilisation of company-owned vehicles and hired transport to ensure proper usage and ensure the most efficient route is used to minimise transportation costs.
- Liaising with the sales department to transport products between the depots and the market as and when required.
- Liaise with the workshop on vehicle service records, schedules for maintenance repairs, and motor vehicle insurance.
- ***Any other duties as may be assigned by the supervisor from time to time.***

### **Person specifications**

- A minimum of twelve (12) years of relevant work experience, with at least five (5) years in a senior management role in a comparable and directly relevant field.
- Master's degree (MSc or MBA) in Supply Chain Management or an equivalent qualification from a recognized institution.
- Bachelor's degree in Procurement and Supply chain management, Bachelor of Commerce in accounting, management, procurement, or equivalent qualification from a recognised institution.
- Diploma in Supply Chain Management or equivalent qualification from a recognized institution.
- A management course lasting not less than four (4) weeks from a recognised institution.
- Proficiency in computer applications from a recognized institution
- Active membership with the Kenya Institute of Supply Management (KISM) or an equivalent professional organization in good standing.
- Working knowledge of an Enterprise Resource Planning (ERP) system.
- Valid driving licence.

**Key competencies and skills**

- Highly organized and results-oriented.
- Exceptional time management and communication skills.
- Proven ability to manage teams, inventory, and resources effectively.
- Keen and meticulous on details with a high degree of accuracy.
- Excellent report writing skills
- Extensive experience in fleet management.