



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.