

Logistics Officers urgently needed in Accra

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Company: BusinessGhana

Location: Accra

Category: other-general

1. Bachelor of Science Supply Chain Management or CILT UK or related field
2. 2+ years of experience as Logistics Officer
3. Good team player
4. Good reporting & communication skills
5. Preferably Male
6. Age requirement - 35 years

Responsible for a vital part of the supply chain process, you'll manage people, processes and systems in order to ensure goods are received and dispatched appropriately, and that productivity targets are met.

Coordinating Operations department for prompt delivery of customer items

Process all required documentation that will accompany distribution process to various destinations.

Monitor the return process of all documentation and ensure that driver/s and their assistants have complied with all documentation procedures.

Coordinate and monitor the receipt, order, assembly and dispatch of goods

Respond to and deal with customer communication by email and telephone

Oversee the planned maintenance of vehicles, machinery and equipment

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