



Security Expert Guard Agency of Liberia (SEGAL) Job Vacancy

Job Title : **Logistics Officer**
Location : Monrovia, 10th St., Sinkor
Report to : Manager Secure Car Rental
Salary : Negotiable
Vacancy # : 1 Position
Opening Date : January 19, 2023 @9:00Am

Company Profile

Secure Car Rental is a Liberian own commercial Transport company with an objective of providing secure commercial transportation environment for many clients. Secure Car Rental collaborations with potential clients to safely deliver goods to designated areas/Locations. Our services are affordable and available to be contracted in all the fifteen counties of Liberia. Our partnerships with clients have provided jobs opportunities for Liberians with Economics benefits for the parties involved.

Background

Secure Car Rental Pursues to hire the expertise of a prepared, thoroughly, and detailed- oriented and professional Logistics Officer to supersede the logistics tasks of Secure Car Rental. The incumbent role is paramount in developing logistics policy along with support plans, budget requirements and deployment of timelines for new operations. Develop logistics plans for the current operation and logistics contingency plan for Secure Car Rental. Update management of logistic activities and the implementation of the policy.

Objective

The Main objective of the Logistics Officer will be, to design and develop standard operating methods to manage logistics operations efficiently for Secure Car Rental by:

- Providing Technical support regarding pertaining to the logistics policy and procedures leading to the Implementation of the policy and the understand of the policy by other staffers within Secure Car Rental. While also directing Logistics support to the General Manager &CEO and the Manager of Secure Car Rental.

Scope of Work:

- Develop and execute tools and methodologies to enable effective implementation of logistics operation plans for Secure Car Rental.
- Strategically plan and manage logistics, warehouse, and monitor the delivery of supplies for Secure Car Rental.
- Ensure all supervised staff members are trained to logistics procedures for implementations.
- Keep track of quality, quantity, stock level, delivery time, transport costs and efficiency.
- Prepare, Review and manage the development of the internal and external logistics procedures of Secure Car Rental.
- Maintain metrix and analyze data to assess performance and implementation improvements of SEGAL logistics activities.
- Coordinate logistics activities relating to procurement, funding, and substantive reporting making to the relevant supervisor (Manager, Secure Car Rental).
- Develop strategies to detect logistical problems and find the appropriate solutions to remedy the problems.

Main Duties & Responsibilities

- Identify added logistics training requirements to attain high working standards.
- Supervise, coach and train warehouse workforce.
- Involve in technical survey missions for new assignments and pre-deployment corroboration visits to troop contributing clients.
- Give Feedback to Management on logistics issues and as could be required by the Secure Car Rental to help identify where aggregated spending on logistics might offer better value for money.

Expectations of Job Holder

- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to the post.
- Demonstrate professionalism towards sensitive and confidential information
- Be committed to professional self-development through participation in training and continuous professional development.
- Undertake such other duties as commensuration with the grade of the post, as may be reasonably required at the initial place of work.

Essential:

- IT competence (Word, Excel, Internet)
- A degree of literacy, numeracy and computer literacy or Bachelor's degree in Business Administration, Accounting, or related field preferred
- Experience in a Logistics administration role or similar
- Experience of logistics led activities, i.e., tender process, supplier relationships, contract management, etc.
- Experience of tracking and dealing with enquiries and working to meet up with deadlines

Education Background

- Experience of planning, organizing and prioritizing workload
- Ability to analyze problems and strategize for better solutions.
- Ability to negotiate, establish, and administer contracts
- Excellent verbal and written communications skills
- Ability to multitask prioritize, and manage time efficiently
- Accurate and precise attention to details
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player

Desirable Skills

- Experience in the use of IT business system and tools
- Experience of overseeing Logistics processes and understanding procedures for accomplishment.
- Experience of managing internal and external relationships
- Comfortable interacting and developing effective working relationships with Secure Car Rental staff at all levels, suppliers, other external organizations (clienteles) and all level within these groups.
- Comfortable leading logistics relationship meetings and negotiating
- Flexibility and sensitivity to Secure Car Rental corporate ethics and practices
- Capacity to learn and share learning with others
- Comfortable with change and can learn and adapt form previous experiences
- Capacity to problem solve and offer solutions to meet Secure Car Rental requirements
- Self-motivated, able to work under pressure, meet deadlines and be resilient

	<ul style="list-style-type: none"> ➤ Ability to communicate clearly in English, verbally and in writing, face to face and over the telephone ➤ Understanding the importance of promoting equality and diversity within the employment and the ability to challenge behavior and processes which may act as a barrier to this.
<p>Communication</p>	<ul style="list-style-type: none"> ➤ The role has a heavy emphasis on communicating with all members of the logistics team that undertakes procurement activities, and developing strategies and relationships in order to deliver logistics improvements within the organization.
<p>Liaison</p>	<ul style="list-style-type: none"> ➤ There will be considerable liaison with the General Manager & CEO, and the Manager of Secure Car Rental, other departmental staff of Secure Car Rental, suppliers, and contractors.
<p>Mental Demands</p>	<ul style="list-style-type: none"> ➤ Judgment and Decision Making ➤ Ability to analyze and interpret key data and formulate ideas and proposals ➤ Ability to undertake, justify and stand by difficult decisions
<p>DEADLINE AND HOW TO APPLY</p>	<p>DEADLINE :30th ,FEB.3 2023 @ 5:00 P.M. Applicants within Monrovia and its environs can apply in the following manner: Application should be submitted in hard copy addressed to the Human Resource Officer, Security Expert Guard Agency of Liberia (SEGAL), Beachside of Gardiner Avenue, 10th Street Sinkor, Monrovia – Liberia. Please indicate on the back of the envelope: “LOGISTICS OFFICER ”. OR</p> <p>Applicants can use the following email address to send in their applications: segalhr515@gmail.com The applications should include the position title: “LOGISTICS OFFICER” in the subject line. Secure Car Rental is an equal opportunity employer; therefore FEMALE CANDIDATES ARE strongly ENCOURAGED TO APPLY.</p>

Applicants should submit salaries histories (Past/Current) within their CVs and attached thereto credential copies. ONLY SHORTLISTED APPLICANTS will be contacted.