



## Security Expert Guard Agency of Liberia (SEGAL) Job Vacancy

Job Title : **Logistics Assistant**  
Location : Monrovia, 10<sup>th</sup> St., Sinkor  
Report to : Administrative Manager  
Salary : Negotiable  
Vacancy # : 1 Position  
Opening Date : January 19, 2023 @9:00Am

### Company Profile

SEGAL is Liberia's own private Security company with an objective of providing a secure environment for many clients. SEGAL collaborates with the Government in fighting crimes across the 15 counties in Liberia. Our partnership with clients have proceeded with job opportunities for Liberians with Economics benefit for the parties involved. Since our establishment 2006, Liberians and foreigners within Liberia are largely enjoying the confidence and the potential of SEGAL.

### Background

SEGAL Pursues to hire the expertise of a prepared, thoroughly, and detailed- oriented and professional Logistics Assistant to supersede the Logistics Assistant tasked of SEGAL. The incumbent role is paramount in adhering to develop logistics policy along with support plans, budget requirements and keeping of timelines for operations. Providing support to warehouse staff with inventory management activities such as unpacking and shelving items and restocking merchandise.

### Objective

The Main objective of the Logistics Assistant will be, to Receive deliveries and verify the correct quantity of the items that have been received. Signing delivery and dispatching receipts.

- Provide support regarding pertaining to the logistics tasks and to follow the procedures leading to the Implementation of the logistics policy. While also directing Logistics support to the General Manager &CEO and the Administrative Manager of SEGAL.

#### Scope of Work:

- 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 SEGAL.
- Performing clerical tasks such as filing paperwork and providing Administrative support for the department or specific project.
- Maintain Logistics metrix and analyze data for performance.
- Coordinate logistics activities relating to Warehouse staff, and substantive reporting making to the relevant supervisor (Administrative Manager).
- Coordinate the shipment of goods to leeward Counties where SEGAL operates.
- Assist in detecting logistics problems and recommending appropriate solutions to remedy the problems.
- Scheduling pickups and deliveries of goods using delivery scheduling software and other tools.
- Supervise, coach and train warehouse workforce.
- Give Feedback to Administration on logistics issues and as could be required by the SEGAL to help identify where spending on logistics aggregated might offer better value for money.

## **Main Duties & Responsibilities**

## 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 commiserating with the grade of the post, as may be reasonably required at the initial place of work.

## Education Background

### Essential:

- IT competence (Word, Excel, Internet)
- A degree of literacy, numeracy and computer literacy or Bachelor's degree in Business Administration, Procurement, 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
- 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
- Experience of managing internal and external relationships
- Comfortable interacting and developing effective working relationships with SEGAL 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 SEGAL 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 SEGAL requirements
- Self-motivated, able to work under pressure, meet deadlines and be resilient
- 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.

## Communication

- The role has a heavy emphasis on communicating with all members of the logistics team that undertakes procurement activities, and Assist to



	<p>implement developed strategies and relationships in order to deliver logistics improvements within the organization.</p>
<p><b>Liaison</b></p>	<p>➤ There will be considerable liaison with the General Manager &amp; CEO, the Senior Staffers of SEGAL, and other departmental staff including operations across of SEGAL, suppliers, contractors and service providers.</p>
<p><b>Mental Demands</b></p>	<ul style="list-style-type: none"> <li>➤ Judgment and Decision Making</li> <li>➤ Ability to analyze and interpret key data and formulate ideas and proposals</li> <li>➤ Ability to undertake, justify and stand by difficult decisions</li> </ul>
<p><b>DEADLINE AND HOW TO APPLY</b></p>	<p>DEADLINE: 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, 10<sup>th</sup> Street Sinkor, Monrovia – Liberia. Please indicate on the back of the envelope: <b>“LOGISTICS ASSISTANT”</b>. OR</p> <p>Applicants can use the following email address to send in their applications: <a href="mailto:segalhr515@gmail.com">segalhr515@gmail.com</a> These applications should include the position title: “LOGISTICS ASSISTANT ” in the subject line. SEGAL is an equal opportunity employer; therefore FEMALE CANDIDATES ARE strongly ENCOURAGED TO APPLY.</p> <p>Applicants should submit salaries histories (Past/Current) within their CVs and attached thereto credential copies. ONLY SHORTLISTED APPLICANTS will be contacted.</p>