

JOB PROFILE - LOGISTICS OFFICER

A. Job Information	
Job Title:	Logistics Officer
Job Grade:	
Location:	NAMLC - KONONGO
Department:	Procurement/ Supply Chain

B. Job purpose:	
<i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i>	
The Logistics Officer will be responsible for coordinating, planning, and managing all logistics activities to ensure efficient movement of goods, materials, and equipment. The role ensures timely delivery, proper documentation, cost control, and compliance with internal procedures and regulatory requirements. This position is critical to supporting operations and maintaining smooth supply chain flows.	

C. Responsibilities/Key Objectives:	
<i>List five to eight major activities and contributions to the organisation for which this job is held accountable</i>	
1	Coordinate inbound and outbound movement of materials, equipment, and supplies.
2	Track shipments, follow up with transporters, and ensure timely delivery to site or warehouses.
3	Arrange transportation for local deliveries and returns while optimizing cost and time efficiency. Monitor fleet/transport performance and resolve transportation issues proactively.

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4	Prepare and manage logistics documents such as delivery notes, waybills, dispatch forms, and shipment records.
5	Ensure compliance with customs regulations, transportation laws, and company policies.
6	Maintain accurate records of all logistics activities for audit and reporting purposes.
7	Collaborate with warehouse staff to ensure proper receipt, inspection, and storage of goods.
8	Update inventory systems with incoming and outgoing stock.
9	Support stock reconciliations and cycle counting as needed.
10	Liaise with vendors, transport companies, and clearing agents to ensure reliable and efficient service.
11	Evaluate transporter performance and address delays, damages, or non-compliance issues.
12	Provide feedback and support supplier relationship management.
13	Plan and schedule logistics operations to meet operational and project timelines.
14	Identify cost-saving opportunities in transportation and logistics processes.
15	Coordinate emergency or priority deliveries when required.
16	Prepare daily, weekly, and monthly logistics reports, including delivery status, transport costs, and stock movement.
17	Provide timely feedback to management on logistics challenges and propose solutions.
18	Any other tasks assigned by senior leadership.

D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience, and behavioural attributes are required to perform the job competently.

Minimum qualification/s Experience (A basic summary of the previous level of experience required to start in the position)	<ul style="list-style-type: none"> Bachelor's degree in Logistics, Supply Chain, Business Administration, or related field. Minimum of 2–4 years of experience in logistics operations (mining, construction, or industrial sector preferred).
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Technical competencies	<ul style="list-style-type: none"> • Strong knowledge of transportation planning, logistics scheduling, and inventory processes. • Familiarity with ERP systems (SAP, Sage, OrbFusion etc.) is an advantage. • Good understanding of local transportation regulations and customs processes • Proficiency in Microsoft Office (Excel, Word, Outlook).
Skills & Experience	<ul style="list-style-type: none"> • Strong organizational and planning skills. • Excellent communication and coordination abilities. • Ability to multitask and work under tight deadlines. • High attention to detail and accuracy. • Strong numerical skills. • Ability to stand for long hours. • Excellent team player.
Business Behaviors	<ul style="list-style-type: none"> • Must show a high level of integrity. • Be detail-oriented. • Ability to plan strategically. • Problem solver.

E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

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Title	Name	Employee Number	Signature	Date

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