

**EASTERN PRODUCE REGIONAL SERVICES LTD** is looking for an experienced, hardworking and pro-active individual to fill the following position:

**POSITION: ASSISTANT LOGISTICS MANAGER**

**REFERENCE: EPRS-NBO-16/05/2023/03**

The candidate will be based at our **Nairobi office** and reporting to the Senior Logistics Manager. His or her main role will be to carry out logistics functions on a day to day basis in an efficient, professional and effective manner.

**MAIN TASKS INCLUDE:**

- Compile booking, shipping & movement instructions for commodities within the Group.
- Ensure accuracy of all documentation per instructions received from the sales department and submitted to the EPRS Accountant.
- Communication with service providers and buyers shipping departments as may be required.
- Track shipping / vessel schedules for the various lines, for decision making on shipment dates.
- Issue loading / stuffing projections and follow up, until shipped on board.
- Complete export files by ensuring necessary documentation is filed accordingly.
- Follow up on certificates of exports with the various providers for proof of export completion
- Process required online export documentation such as through KENTRADE, and other platforms as may be necessary.
- Maintain and update the export tracking registers for the various commodities.
- Verify shipping documents for accuracy and dispatch originals to the consignees as may be required.
- Preparation of all weekly and monthly reports

**EMPLOYEE SPECIFICATIONS AND EXPERIENCE**

- Hold a business-related degree or an equivalent.
- Minimum of 1-year experience in a similar role.
- Professional qualification in supply chain / logistics related field will be an added advantage.
- Have a sound knowledge of computer operating systems - excel and good overall computer literacy.
- Have good interpersonal and public relations
- Good numerical, analytical, negotiation and report writing skills.
- Have a high level of ethics, integrity and confidentiality.
- Be able to work independently and under minimal supervision.

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the attention of the HR & Administration Manager through the below email address indicating the position and reference above in the email subject by **4 pm on 31<sup>st</sup> May 2023**.

[Recruitment@easternproduce.co.ke](mailto:Recruitment@easternproduce.co.ke)

**Please note that only shortlisted candidates will be contacted.**

**Kindly note that we will not ask you to make any payment at any stage of the recruitment process**