

BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – LOGISTICS SUPERVISOR

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites application for **Logistics Supervisor**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Dar Es Salaam
Position Title	Logistics Supervisor
Reports To:	BBN Procurement & Logistics Manager
Employment Duration	November 2022 to August 2024
Job Type	Full Time

Purpose and scope of assignment.

Logistics supervisors are majorly responsible for overseeing the shipment and delivery of goods. Their job description involves managing the loading of trucks, setting up delivery routes, and unloading of materials. They also manage inventory, establish and maintain communication with suppliers, custom brokers, carriers, and others involved in the shipping and delivery of merchandise. They must attend to many tasks to ensure that goods are shipped and delivered in a timely manner and that the inventory levels are sufficiently maintained. The logistics supervisor's role also entails overseeing transportation of goods from one warehouse location to another, ensuring it arrives safely and on time. They also arrange product pickups and deliveries with transportation companies as well as route drivers accordingly. They typically conduct cost analysis of several transportation companies in order to select a more cost effective option, and are also able to manage the reception and storage of shipment. As part of their duties, supervisors of logistics communicate with trucking companies, warehouse supervisors, custom brokers, sales forces, and customers. They must ensure that all parties work together to guarantee that shipments are packed, sent and delivered in a timely manner. Logistics supervisor work description also involves reordering products as needed to maintain sufficient inventory levels.

Job responsibilities

Logistics supervisors perform various functions that ensure goods are shipped and delivered within schedule. The tasks, duties, and responsibilities majorly performed by logistics supervisors are shown in the job description example below:

- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments.

Job Qualification, Experience and Skills

Applicants should demonstrate the following:

- Tanzanian citizen holding an associate's or bachelor's degree in logistics.
- BS in Business Administration, Logistics, or Supply Chain
- Excellent knowledge of both written and spoken English & Swahili is required
- 8 to 10-year work experience in logistical support operations and a minimum of 5 years of management experience
- Record of successful distribution and logistics management
- Understanding planning, shipping, warehouse management and inventory systems
- Managing daily routes/schedules of shipments and deliveries
- Tracking the progress of shipments
- Knowing all aspects of warehouse operations
- Reviewing inventory needs and keeping adequate stock
- Good knowledge of Tanga environment, routes, traffic
- Proficient in standard logistics software
- Proven computer skills, including MS Excel, MS Word, MS PowerPoint, MS teams and experience in using data management software preferred
- Knowledge of SAP software is preferred
- Work experience with international contractor with multicultural team is a plus.

Apply to:

All applications should be sent by email to jobs@bbnjv.com (Max. Email & attachment size: 20 MBs) on or before 20 October 2022, 6PM Tanzanian Time.

NOTICE; NO HIRING AT THE GATE!!!

PLEASE NOTE, if you are not contacted within 2 weeks after this publication, consider your application unsuccessful.