
Job Ref. No. OPS coordinator/001

Job Location: Kiambu, Nairobi

Role Setting: FMCG sector

Position: Operations Coordinator

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We have an opening for an operations head for our client who in FMCG dealing with beverage sales based in **Kiambu Region.**

Role Purpose

The operations coordinator will oversee and coordinate daily business operations at the warehouse, optimizing processes across sales, warehousing, and distribution to ensure timely delivery of quality FMCG products while maintaining cost efficiency and safety compliance.

Main Responsibilities

- ✧ Fleet Management: Assists in ensuring efficient fleet optimal operations for efficient services to our clients and reliability on daily operations.
- ✧ Logistics and fleet dispatch coordination; coordinate with the warehouse team to ensure timely dispatch of vehicles.
- ✧ Vehicles planning and coordination; align to have and ensure all vehicles are compliant to Kenya traffic laws I.e. licensing, inspection, and certification.
- ✧ Orders management: accurately and timely coordinate with the sales and warehouse team to ensure accurate and timely delivery of client orders to ensure maintenance of excellent customer service quo.
- ✧ Inventory reporting: regularly review and advise on inventory status, management to control losses and stock outs.
- ✧ Warehouse operations coordination; ensure the business holds UpToDate certification and credentials for smooth operations.
- ✧ Compliance to health and safety standards: ensure compliance to HSE standards by the business.
- ✧ Leadership and team management: ensure proper coordination of warehouse team responsible for stocks movement and inventory practices.

Key Competencies

1. Strong planning skills
2. Good organization skills.
3. Strong ethical standards.
4. Attention to detail and accuracy.
5. Strong communication and interpersonal skills.
6. Ability to prioritize tasks and manage time effectively.
7. Good analytical and problem-solving skills.
8. Team player with a positive attitude and willingness to learn.

Qualifications

1. Bachelor's degree in Business administration, supply, business management, or a related field.
2. 4-5 Years experience in operations environment.
3. Knowledge in logistics management and operations
4. Basic vehicle and mechanical maintenance knowledge.
5. Knowledge of inventory movement aspects.
6. Sufficient knowledge in business operational needs such as certificates and licenses