

**Position: Logistics Assistant**

**Reports To:** Logistics Lead

**Job Location:** Limuru, Kiambu. Kenya.

**Department:** Operations.

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### **Description**

Our client in agricultural business dealing with fresh food sales have an opening for a logistics assistant who will be joining their growing team in supporting routine deliveries and pickups of fresh foods to clients and from suppliers respectively.

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### **Main Purpose of the Position**

The Logistics Assistant will play a key role in ensuring smooth farm collections and accurate deliveries from our stores to our client'. The role involves confirming quality and quantity of produce at the farm level, maintaining accurate records, delivering products on time, and ensuring customer satisfaction. The Logistics Assistant will critically link the business with our suppliers and clients hence critical in realizing our business goals and objectives.

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### **Key Roles and Responsibilities**

- ✧ Confirm quality and quantity of produce at the collection point.
- ✧ Check each item and ensure conformity to standards and isolate non-conformity products.
- ✧ Carefully load and offload company products at both collection and delivery locations.
- ✧ Assist drivers in finding collection & delivery locations through mapping out optimal routes.
- ✧ Accurately confirm delivery and dispatch notes against physical goods to ensure accuracy.
- ✧ Ensure customer delivery timelines are met and products are in good condition upon receipt.
- ✧ Accurately weigh and record produce with farmers and customers.
- ✧ Maintain accurate sourcing and delivery records and submit them at the end of the shift.
- ✧ Safely use and maintain company equipment and tools of trade.
- ✧ Create and maintain strong relationships with farmers and customers.
- ✧ Reporting: timely and accurately update the logistics lead of any challenges experienced while on deliveries or pickups.
- ✧ Report customer feedback or concern to the relevant personnel on time to enhance service delivery.
- ✧ Collect and submit cheques for clients as instructed and ensure they are handed to the finance team within 24 hours of collection.
- ✧ Any other duties assigned relating to the role.

### ✧ **Key Qualifications**

- ✧ High school/ Diploma
- ✧ 2-4 years in busy working environment.
- ✧ Strong communication and interpersonal skills.
- ✧ Self-driven with ability to plan and execute multiple tasks.
- ✧ Ability to work independently with minimal supervision.
- ✧ Quick to learn, adaptable, and trainable.
- ✧ Strong attention to detail and commitment to deadlines.
- ✧ Ability to lift heavy weights and stand for long hours while working.

### **Required Skills**

- ✧ Excellent communication and teamwork skills.
- ✧ Time management skills
- ✧ Strong problem-solving and decision-making skills.
- ✧ Ability to multi-task and manage competing priorities.
- ✧ Good people management and customer service skills.