

	REFERENCE NUMBER	0037 - FRM - HR
	DEPARTMENT	LOGISTICS
VACANCY ADVERT		

INTERNAL VACANCY		Assistant Logistics Coordinator - Ref: ALC241105		EXTERNAL VACANCY	
Job Title	Assistant Logistics Coordinator	Department	Logistics	Job Grade	C3
Published Date	05 November 2024		Closing Date	12 November 2024	
Working Environment	This position requires from the incumbent to work on surface				

THE FOLLOWING QUALIFICATIONS AND EXPERIENCE ARE ESSENTIAL:

- Standard 12 with Math's and Science
- Diploma in Logistics Management and/or administration
- At least 3 years' experience in a Logistics/Weighbridge environment
- Know and understand the basics of maritime liner trades, e.g. Incoterms.
- Understand the basics of supply chain: inbound and outbound logistics.
- Demonstrate the basic legal principles applied to shipping
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- Understanding the industry, structures, terms, and concepts
- Demonstrate an understanding of occupational health, safety, and personal hygiene within the transport industry.
- Demonstrate the basic legal principles applied to shipping
- Must have a valid driver's license.
- Must have their own reliable transport.
- Good general health and a certificate of fitness (Red Ticket)

SKILLS TESTS

- Must be computer and numeric literate,
- Excellent computer skills especially in MS Office Excel, Word and PowerPoint.
- Excellent Communication skills (Verbal and Written)
- Sound interpersonal skills with internal and external clients.
- Must be able to work under pressure

ALTHOUGH NOT LIMITED TO, THE INCUMBENT'S MAIN RESPONSIBILITIES WILL INCLUDE:

- Advise vendors shipping instructions.
- Research rates, routings, or modes of transport for shipment of products
- Keep abreast of regulations affecting the international movement of cargo.
- Monitor and control timeous passing of all shipping related documents.
- Provide shipment status notification to exporters, consignees, or insurers.
- Update and maintain internal stock report.
- Prepare and coordinate all shipping documentation.
- Ensure proper product quality control prior to shipping.
- Prepare full set Export documentation.
- Supervise the weighbridge / logistics section(s).
- Coordinating transportation providers to ensure prompt and proper movement of shipments.
- Responding to customer inquiries and referring clients to the proper channels
- Reviewing purchase orders and shipping documents to ensure accuracy.
- Making special shipping arrangements as necessary
- Tracking and fixing shipping errors
- Preparing bills and invoices
- Managing distribution and shipment budgets
- Ensuring that the quality of all services provided meets the required standards.
- Developing processes that make the supply chain more efficient and organized.

WHAT CHARACTERISTICS ARE REQUIRED:

- Committed
- Honest and reliable
- Able to cope with pressure.

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- Firm
- Fairness
- Team player
- High level of Emotional intelligence
- Attention to detail.
- Accuracy
- Safety Driven
- Must be a fast learner

What types of projects are involved?

- Involvement on continuous dispatch/export process improvement.
- Document processing daily
- Cargo, Invoice, Induction reconciliation in a timely manner
- Supervise the weighbridge operation in a micro manner
- Purchase order and payment process in NetSuite
- Interaction with service providers and customers

Note:

1. Applicants who are not contacted within two weeks after the closing date should consider their applications unsuccessful.

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 - To acknowledge that EastPlats will keep the record of your personal information confidential
- B. Candidates should forward their CV's, stating the Reference No as indicated above and the position opportunity being applied for to: hrvacancy@eastplats.co.za. EastPlats subscribes to the principle of equal opportunities in line with its Employment Equity Policy
- CV's can be handed in at the mine human resources by the recognized ward councilors or their delegates on Tuesdays and Thursdays before the closing date.
 - CVs received after the 22nd October 2024 will not be accepted or considered