

Logistics Coordinator at Cargill

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Cargill in Kenya Cargill has been active in Kenya since and now has around employees based in Mombasa, Nairobi and Nakuru. Activities in the country include trading in wheat, maize, barley, fertilizers, cotton and engaging in financial markets. In Cargill acquired Lesiolo Grain Handlers Limited (LGHL), a bulk grain handling company based in the Nakuru region of Kenya, strengthening our ability to offer products and services to commercial farmers and smallholders in Kenya, as providing a reliable, sustainable source of grain for customers and end-users in the region. We are also active in tea sourcing, handling storage and related services. In our animal nutrition business expanded its operations to include Kenya, where, in close collaboration with our grain and oilseeds businesses we supply key inputs such as grains, oilseeds, macro minerals, amino acids and premixes to Kenya's growing feed and animal industry.

Job Purpose and Impact

The Transportation and Logistics Coordinator will conduct production activities in a manufacturing or field site to optimize resource use, minimize costs and maintain quality standards. In this role, you will contribute to conducting data management, reporting and analysis, shipping, client interaction, business partnership and people, resource, budget and project management.

Key Accountabilities

Contribute to development, maintenance and execution of regulatory compliance procedures.

Solicit, collect and organize documentation and data and enter routine data into one or

more systems.

Plan, manage and review production operations to achieve output and quality objectives. .

Perform administrative or clerical duties in support of the shipment execution process and complete tasks using industry standard procedures.

Handle complex clerical, administrative, technical or customer support issues under minimal supervision, while escalating only the most complex issues to appropriate staff.

Qualifications

Minimum Qualifications

Minimum Diploma in Logistics or related field

Extensive knowledge in customs clearance, Freight Forwarding and Warehousing

Minimum four years' work-related experience in preferably in Tea Export Logistics environment

Preferred Qualifications

East Africa Community Freight Forwarding proficiency certificate (EACFFPC)

Working knowledge of KRA's integrated customs management system (ICMS), KPA's KWATOS, Biller Direct Systems and Kentrade's single Windows Systems

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