

## Logistics & Inventory Associate at BioLite

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); BioLite is on a mission to bring Energy Everywhere, with revolutionary products that transform the way we Cook, Charge and Light our lives off the grid. We are a team of engineers and designers, operators and analysts, story tellers and evangelists, who believe that advanced technologies, built on sustainable business practices, have the power to change the world. Our unique Parallel Innovation business model pairs the needs of families living in energy poverty with the passions of outdoor enthusiasts pushing the boundaries of life outdoors and on the go.

### Responsibilities

#### Warehousing, Inventory Management & Local Distribution

Carrying out monthly stock takes with the Operations and Finance team, ensuring that there are no discrepancies between the WMS, NetSuite and physical count.

Lead contact, regular check ins with the warehouse to find out better ways to work and address any challenges that either party might be facing

Monitor and manage the stocks at the warehouses

Monitor and track the delivery timelines by the service providers.

Monitor and ensure best practices are observed on goods handling at the warehouse

Plan and forecast warehouse space that will be needed and find ways to ensure we always have enough space that is properly utilized.

Coordinating with 3PL providers to ensure the order is dispatched and delivered correctly and in a timely manner.

Lead contact person to logistics service providers and ensure quality service is provided at all times.

Manage the warehouse team to ensure that orders are processed as per specifications

Regularly identify and evaluate opportunities for reducing costs in logistics while maintaining high level of quality

Ensuring that the warehouse has all the relevant documentation required for all warehouse processes and delivery documents are correct and returned upon delivery.

### **Sales Operations-Support.**

Processing sales orders in the company CRM tool as per the details provided for by the sales team

Processing sales orders in the warehouse management system (WMS), matching the CRM input

Ensure all orders placed in NetSuite and WMS adhere to set standards and fulfilled within 24 hours of dispatch

### **Systems & Process Management.**

Own and manage sales order and inventory system processes including bulk uploads, system integrations and upgrades etc

Updating Local Order processing and inventory management SOPs

Manage Inventory reconciliation tracker to facilitate inventory month end close

Warehouse workings to enable correct invoicing on storage and fulfillment costs

### **Data Analysis.**

Updating of trackers, e.g. Sample tracker, Marketing collateral tracker, department documentations, and KPI dashboard

Analyze RFQs to allocate optimal transport costs based on supplier quotations

Ensure most efficient allocations of deliveries based on efficient cost model

### **Tech Support.**

Manage the Tech warehouse inventory

Manage and ensure the master inbound and outbound tracker for NBO HQ is updated

Manage and ensure the stoves replacement -warranty replacements

Coordinate and provide support for QC (Quality Check) and SKU conversions requirements

Coordinate on sample stress testing and accounting

### **End of Life Support.**

Manage stock for disposal

Source and coordinate on proper disposal of BioLite products in a safe and cost-effective method.

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