

## **INDUSTRY: CONSTRUCTION**

We are looking for a competent Logistics Coordinator to oversee and facilitate the supply chain operations aiming for maximum efficiency.

### **RESPONSIBILITIES;**

- \* Coordinate and monitor supply chain operations
- \* Ensure premises, assets, and communication ways are used effectively
- \* Utilize logistics IT to optimize procedures
- \* Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- \* Supervise orders and arrange stocking of materials and equipment to ensure they meet needs
- \* Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction
- \* Plan and track the construction material to the final decision in a cost-effective manner.
- \* Keep logs and records of all project stock, executed orders etc.
- \* Prepare accurate reports for upper management

### **QUALIFICATIONS;**

- \* Bachelor of Science in Business Administration, Supply chain Management, or relevant field

### **How to Apply:**

If you are interested in this position, please Share your updated CV only to [career@adventconstructions.com](mailto:career@adventconstructions.com) .

Deadline is 11<sup>th</sup> November 2024

Address:

Advent Construction Ltd Headquarters

Plot 132, Advent avenue,

Mikocheni light industrial area,

Mwenge,

P.O Box 8702,

Dar es Salaam,

Tanzania.