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JOB DESCRIPTION

Position Title: LOGISTICS OFFICER
Department: SALES AND MARKETING
Reports To: PRODUCTION AND GENERAL MANAGER

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE

- Bachelor's degree in supply chain management, Procurement and Supply management, Fleet management, Business Administration (with logistics or operations focus) **or** a related field.
- Minimum of 1 year experience in logistics, fleet management, or transport operations, preferably in the dairy or FMCG industry.
- Strong organizational and supervisory skills.
- Proficiency in MS Office and logistics management systems is an added advantage.
- Valid driving license will be an added advantage.

KEY ROLES AND RESPONSIBILITIES

- Plan, coordinate, and monitor all transportation and logistics operations.
- Supervise loading and offloading of milk and dairy products to ensure minimal losses or contamination.
- Accompany company vehicles to the market to oversee delivery, fuel management, and adherence to delivery schedules.
- Ensure regular servicing, maintenance, and repair of company vehicles.
- Maintain accurate transport and fuel records, including mileage and service logs.
- Liaise with mechanics, drivers, and the production team to ensure smooth workflow.
- Ensure compliance with road safety and transport regulations.
- Monitor and report on vehicle performance, breakdowns, and insurance renewals.
- Protect company goods and property during delivery and handling.

Application Process

To apply, please submit your CV and a cover letter detailing your relevant experience by 20th October 2025 to info@olkaloudairy.co.ke or by hand delivery with the subject line “**Logistics officer**” application. Only shortlisted candidates will be contacted.

