



# HIRING

## STORES AND LOGISTICS OFFICERS

We are looking for an experienced Stores and Logistics Officers and functions with business needs and objectives within fleets and tracking companies.

### Essential Roles and Responsibilities:

- (1) Manage Electronic Cargo Tracking System (ECTS) inventory.
- (2) Manage GPS device(s) inventory received from HQ.
- (3) Manage returned stocks from Field support and Port Teams and generate appropriate documentation.
- (4) Generate daily, weekly and monthly stock movements report.
- (5) Manage, maintain a clear and concise inventory database on a daily basis.
- (6) Manage Portable Units Management System (PTUMS) on a daily basis to record all rotational transactions of Utrack tracking devices.
- (7) Manage and investigate insurance matters/-claims of stolen, lost or damaged Utrack Tracking devices.
- (8) Maintain a clear and concise inventory database as well a Bin card system that will be updated on a daily basis.

(9) Receive ECTS goods (Portables and Fixed) from our Arusha Head office raising all necessary records and ensuring that the goods are safely stored.

(10) Receive, unpack, pack, load, issue, store portable Tracking Units from Utrack Border Agents and manage the associated Logistics.

(11) Tracking the progress of shipments.

(12) Follow up Transporters of the Portable units from the borders to ensure that the units are collected immediately they arrive in Dar Es Salaam.

(13) Receiving and dispatching goods and verifying movements of stock.

(14) Checking purchase orders against stock levels.

### Qualifications and Requirements:

(1) Bachelor's degree in Stores and Logistic, Procurement and supply Management or related.

(2) 3+ Years of Experience in Fleet and tracking management companies.

(3) Solid Achievement as Stores and Logistic management.

(4) Experience in Tracking companies.

**How to Apply:** Send your application and CV to [jobs@utrackafrica.com](mailto:jobs@utrackafrica.com) and [office@utrackafrica.com](mailto:office@utrackafrica.com)

**Deadline:** 20<sup>th</sup> September, 2024