



PROCUREMENT, LOGISTICS AND ADMINISTRATION ASSISTANT MANAGER BARATARIA BRANCH

OVERVIEW

The incumbent is responsible for the management of Procurement, Distribution and Logistics of all the product lines carried out by the company.

MAIN TASKS

- Manage and approve the processing of all Special Orders (SORNOR) submitted by local dealers.
- Work closely with Managers, Team Leaders and Technical Experts providing support and ensuring compliance with company policies and procurement processes.
- Manage the processing of all replenishment orders for local dealers.
- Coordinate and resolve problems with end user departments and suppliers.
- Maintain Maximum Inventory Position using the SQQ or Sell One by One or Demand analysis.
- Ensure LTI targets are met across all inventory locations.
- Collects, report trends and statistics to measure and manage inventory and supplier performance.
- Recommend changes to Department policies and procedures to minimize expenditure.
- Manage external outbound logistics to ensure revenue and customer service requirements are met.
- Conduct GPP analysis and review annually. Ensure Parts are priced properly.
- Manage and motivates the Department Mangers/staff ensuring the adherence to all SOP and company internal control to maintain a high level of Governance, and safety standards.
- Generate management reports to provide insights to aid in decision making.

MINIMUM EDUCATION & QUALIFICATIONS

- Degree in Business Management/ Logistics
- Certification in Logistics Management.
- (3-5) years' experience in Logistics.
- Excellent communication and reporting skills.
- Ability to work flexible working hours.
- Computer literate.

HOW TO APPLY

Applications can be sent to careers@toyota-trinidad.com.