

## **Logistics Officer- Socimex Group**

*Socimex Group composes of six companies that operate within various economic sectors*

Location: Democratic Republic of Congo (DRC)

Major: degree in Business Administration, or any related field

Experience: 3-5 years of experience in logistics management in an FMCG company

Major Responsibilities:

- Coordinate and oversee all logistics activities within the organization, including transportation
- Develop and implement strategies to optimize logistical processes and ensure timely delivery of goods and services
- Collaborate with internal teams to establish and maintain effective communication and provide support for their logistical needs
- Monitor the performance of transportation providers, warehouses, and other third-party logistics partners to ensure compliance with service level agreements
- Manage inventory levels and conduct regular audits to identify areas for improvement or cost reduction
- Maintain accurate records of all logistics activities, including shipping documentation, inventory reports, and supplier contracts
- Provide analytical insights and recommendations to improve operational efficiency and cost-effectiveness in logistics operations.
- Stay updated on industry trends and best practices in logistics management

Additional Requirements:

- Strong knowledge of logistics operations, including transportation, shipping cost and outsourcing shipping
- Knowledge of SGS system
- Strong knowledge of Incoterms rules
- Proficiency in Microsoft Office Suite
- Knowledge of customs regulations, international shipping practices, and import/export procedures is desirable

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802