



Gabiro Agribusiness Hub Ltd (GAH Ltd)

Recruitment of Logistics Officer

Vacancy Title: Logistics Officer

Company Name: Gabiro Agribusiness Hub Ltd (GAH Ltd)

Position: 1

Reporting to: Director of Finance

Deadline of this Job: 21 -02-2025

Duty Station: NYAGATARE

JOB DETAILS:

1. Company profile & overview

GAH Ltd is Rwandan Company with a greater aim to create an enabling environment for private investment in the agriculture Sector in Rwanda. We are currently seeking a highly organized and detail-oriented Logistics Officer to join our team! As a key player in our operations, He/she will be responsible for overseeing the movement of goods and services, ensuring that everything runs smoothly and efficiently.

JOB SUMMARY

Logistics Officer at Gabiro Agribusiness Hub Ltd will be responsible for managing the company's logistics operations, including transportation, distribution, and inventory management. This role requires strong organizational and problem-solving skills, as well as the ability to ensure the timely and efficient movement of goods and materials. The ideal candidate will contribute to the optimization of supply chain activities and the overall success of the company's operations.

2. DETAILED DUTIES

- Plan and coordinate the transportation of agricultural products and other goods, ensuring timely and cost-effective delivery to customers and distribution centers.
- Monitor and track shipments to ensure they adhere to schedules and meet quality standards, and address any delays or issues that may arise during transportation.
- In collaboration with the Inventory officer manage and optimize inventory levels to minimize carrying costs and prevent stock outs or overstock situations.
- Collaborate with suppliers, vendors, and distributors to negotiate transportation rates, terms, and service agreements that align with the company's budget and requirements.
- Develop and implement logistics strategies to improve supply chain efficiency, reduce lead times, and enhance overall operational performance.
- Maintain accurate and up-to-date records of logistics activities, including shipment documentation, inventory reports, and transportation costs.
- Ensure compliance with relevant regulations and industry standards for the transportation and storage of agricultural products and materials.
- Identify and implement process improvements to streamline logistics operations and reduce operational costs.
- Coordinate with the warehouse and procurement teams to facilitate the efficient flow of goods between suppliers, warehouses, and distribution centers.
- Prepare regular reports and updates on logistics activities, performance metrics, and any issues or challenges that require management attention.
- Preparing and Following up the Contracts for Office Stationaries, Office Cleanness, Vehicle Maintenance & staff transportation working closely with HRM Specialist particularly on the case of staff transportation.
- Follow-up on the logistics and management of staff canteen

REQUIREMENTS

The Logistics Officer should have:

- Bachelor's degree in supply chain management, logistics, business administration, Economics and business studies.
- Proven experience in logistics or a related field, preferably within the agricultural or agribusiness sector.
- Strong understanding of logistics and supply chain management principles, including transportation, warehousing, and inventory management.
- Proficiency in using logistics software and tools to track shipments, manage inventory, and optimize supply chain operations.
- Excellent communication and negotiation skills, with the ability to build and maintain effective relationships with suppliers, vendors, and internal stakeholders.
- Analytical and problem-solving skills, with the ability to identify logistics-related challenges and implement effective solutions.
- Ability to work in a fast-paced environment and manage multiple tasks with competing priorities.
- Knowledge of relevant regulatory requirements and compliance standards for logistics operations.
- Strong attention to detail and a commitment to maintaining accurate and organized logistics records.
- A team-oriented mindset and the ability to collaborate with cross-functional teams to achieve common goals.

4. APPLICATION PROCEDURES

Other required documents that are expected to be provided by a candidate.

- Application letter addressed to the Chief Executive Officer of GAH Ltd.
- A copy of National Identity card (ID)
- A copy of the required Degree and certificates of completion
- Curriculum Vitae with 3 reference persons and their contacts.
- The interested applicants shall submit all required documents, in PDF as single document via recruitment@gah.rw by not later than **21-02-2025 at 5:00 PM.**
- **Female candidates are encouraged to apply**
- The Contract is open- Ended.

Done at Nyagatare, 12 February 2025

Approved by:

Aloysius NGARAMBE

Chief Executive Officer

Gabiro Agribusiness Hub Ltd

