

Operations Assistant

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Company: J&J Transport

Location: Lusaka

Category: other-general

Job Description:

Responsible for the daily operations of the company and reports directly to the Warehouse Manager (or Managing Director in his/her absence).

Display the highest levels of responsibility and accountability.

Display high energy levels.

Display a high level of detail.

Good communication skills.

Willingness to take ownership.

Ability to work under pressure.

Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health, safety, environment & security(HSES) procedures.

Pursue personal development of skills and knowledge necessary for the effective performance of the role.

Job Requirements:

Outline of duties:

Coordinate all incoming and outgoing traffic via BLT weighbridge.

Communicate with customers, suppliers and colleagues.

Take responsibility of vessel operations (Planning of stevedores, cross-haulage, documentation, ...) to ensure smooth vessel operation.

Coordinate storage, stripping, stuffing, and bagging operations with client, 3rd party suppliers and BLT operational staff.

Feed information into the operations system (EPMS) correct and timely.
Ensure all necessary physical documents are received, checked and filed.
Ensure that each physical file is closed as per BLT Filing SOP.
Constantly look for improvements in the daily operations.
Flag issues and make recommendations to management.
Report on the activities to the Warehouse Manager on an ongoing basis.

Working Hours

As per BLT Working Hours. Overtime and weekend work may be required

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