



Blitz Logistics limited is a Value focused end to end Logistics Company. Formed in 2014 as a Business enterprise to provide tailor made Logistics solutions to a close Knit clique of customers. It has steadily grown in enterprise, Local and international network affiliates and financial base.

We are Located at; **KenBelt Business Park, Office Block 1st Floor  
Old Mombasa Road, - Nairobi, Kenya.  
P.O. Box 18972 - 00500  
+254 709 750837**

We are filing the following positions in our organization;

**i) Operations Manager**

**Responsibilities**

- Strategically plan and manage logistics, warehouse, transportation and customer services
- Direct, optimize and coordinate full order cycle
- Liaise and negotiate with suppliers, manufacturers, retailers and consumers
- Keep track of quality, quantity, delivery times, transport costs and efficiency
- Arrange warehouse, catalog goods, plan routes and process shipments
- Resolve any arising problems or complaints
- Supervise, coach and train warehouse workforce
- Meet cost, productivity, accuracy and timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Comply with laws, regulations and ISO requirements
- Ability to work in a multi-cultural and diverse environment.
- Good team player in a global matrix organization.
- Focused approach on the development of new client relationships in the assigned area.
- Ability to conduct sales conversations and multimillion contract negotiations (with support where necessary)

**Job Requirements**

- Proven working experience as a Logistics Manager or Logistics Officer for a minimum of 3 years.
- Record of successful distribution and logistics management
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics software
- Excellent analytical, problem solving and organizational skills

- Ability to work independently and handle multiple projects
- Bachelor's degree in Business Administration, Logistics or Supply Chain
- Computer literate and with excellent knowledge in computer packages

### **i) Field Officers**

#### **Major Duties and Responsibilities**

- Plan, oversee and coordinate logistics operations to ensure smooth accomplishment at your working station
- Schedule and route vehicles and drivers to ensure Blitz Logistics staff transport needs are facilitated to enable them carry out their various assignments
- Manage Cargo transport arrangements at the airport or the port.
- Provide technical and procedural advice in a broad range of logistics areas
- Develop and maintain partnership and network with clients
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Monitor Blitz Logistics vehicle movements and transport utilization as per required standards
- Coordinate use of e-cabs services on needs basis
- Attend all relevant internal and external meetings
- Perform any other duty assigned

#### **Required Qualifications and Experience**

1. Diploma in business management/supply chain management or related field.
2. 2 years of experience in Logistics and Transport coordination
3. Computer literate and with excellent knowledge in computer packages

#### **Required Skills and Competences**

- Excellent interpersonal skills and demonstrated ability to establish effective work relations at all levels
- Strong people management and leadership skills
- Eminent communication skills.
- Excellent organizational skills
- Ability to adapt to changing work requirements and priorities
- Ability to prioritize tasks, meet deadlines and work with limited supervision
- Ability to work in a demanding and high-pressured environment.
- Skills in budgeting and budget tracking.
- Flexible to work in Nairobi, Mombasa or any other assigned work station.

## **ii) ICT Officer – Digital Marketing**

### **Responsibilities**

- Managing and developing marketing campaigns.
- Researching and analyzing data to identify and define audiences.
- Producing valuable and engaging content for our digital channels and blogs that appeal to and converts our target audiences.
- Taking photos, video, and content for social media campaigns
- Evaluating the effectiveness of digital campaigns.
- Writing press releases and communicating with the media under the guidance of the Marketing manager
- Network (Wired and Wireless) troubleshooting and support
- Liaise within internet Service provider for network Connections support.
- Support and install new or existing ICT devices
- Coordinate with field officers and staff for marketing materials.
- Writing, editing and proofreading marketing material for use in different channels
- Designing, and creating website banners and visual merchandising tools
- Segmenting the customers into different segments, and creating relevant email marketing campaigns for the different segments
- Designing and sharing social media updates with the ecommerce and retail teams for cohesive reporting.

### **Requirements**

- Creative & Tech Savvy
- Proven experience as digital marketing officer or similar role (At least 3 experience)
- Good understanding of market research techniques, statistical and data analysis methods
- Thorough understanding of social media and web analytics
- Excellent organizational and multi-tasking skills
- Outstanding communication and interpersonal abilities
- Creativity and commercial awareness
- A team player with a customer-oriented approach
- Possesses a degree or Diploma in Business Information Technology, Marketing or Information Technology.

## **iii) Motor Bike Rider**

### **Responsibilities:**

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner to their preferred pickup spot
- Reviewing orders before and after delivery to ensure that orders are complete and the client is satisfied

- Assisting with loading and unloading items from vehicles
- Providing excellent customer service, answering questions, and handling complaints from clients
- Adhering to assigned routes and following time schedules
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws and maintaining a safe driving record
- Preparing reports and other documents relating to deliveries
- Able to operate for a long period of time
- Any other assigned duties

#### Requirements:

- High School Diploma or equivalent
- Valid motorbike riders' license
- Clean riding record
- Prior experience is necessary
- Strong time management and customer service skills
- Ability to walk, drive, lift and carry heavy items for extended periods
- Attention to detail
- Fluent in English and Kiswahili

#### **Method of Application**

Interested and qualified candidates are invited to apply for the role by sending an application letter and resume to [hr@blitzlogisticsltd.com](mailto:hr@blitzlogisticsltd.com). State the name of the vacancy as your subject. **The deadline for applications is 5.00pm on Friday 31<sup>st</sup> December 2021.**

Only shortlisted candidates will be contacted.

We are an equal opportunity employer and value diversity. We therefore do not discriminate against applicants on the basis of, among others, their race, disability, religion or gender. All employment opportunities are decided on the basis of qualifications, merit and business need.