

## **Logistics Manager**

*A reputable company in Congo, Africa*

Major: Bachelor's degree in Business Administration, Management, or any related field

Experience: 4 – 6 years of experience as a logistics manager

Working Hours: Monday till Friday from 8:00 a.m. till 5:00 p.m. & Half day Saturdays

### Major Responsibilities:

- Manage daily purchasing & procurement activities, supervise staff & allocate tasks
- Oversee receiving, warehousing, distribution, and maintenance operations
- Assist in conducting inventory forecast & maintain available stock levels
- Recruit, select, orient, coach & motivate employees
- Manage the labor issues of the warehouse staff
- Manage delivery & fleet operations

### Additional Requirements:

- Proficiency in Microsoft Office, particularly in Excel
- Proficiency in ERP systems, SAP or similar
- Fluent in English & French

### Additional Information:

- Full Accommodation & Transportation
- One month paid leave
- Annual Ticket
- Salary: \$3200 - \$3700

### 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