



## Logistic Officer

- **Vacancy for:** 4
- **Posted on:** May 13, 2018
- **Deadline:** May 31, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Bhaktapur and Biratnagar
Offered Salary	: Negotiable

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Logistic Knowledge

### Other Specification

#### Manage Warehouse

A Logistic Officer is typically responsible for the storage of materials that are to be used by military personnel or that will be shipping out to military bases or other locations. Warehouse management duties include maintaining inventory, ordering shipping materials, operating necessary equipment and managing warehouse personnel.

#### Analyze Supply Chain Systems

The Logistic Officer must ensure that all aspects of a logistics team, such as shipping, warehousing, and procurement, are working together to fill orders and deliver materials on a timely basis. They will review all processes and systems and design and implement new plans and procedures as needed. They are also responsible for creating and maintaining contingency plans.

#### Oversee Security

It often falls to the Logistic Officer to manage the safety and security of a military base or establishment. This might include checking in visitors, handling emergency situations, patrolling areas and preparing reports.

- Understanding warehouse and inventory computer systems
  - Creating shipping/delivery routes and schedules
  - Tracking shipment progress
  - Understanding safety/security processes and procedures
  - Handle HAZ-MAT materials
  - Knowledge of Microsoft Office applications, such as Word and Excel
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### Job Description

- Assist the Project Coordinator in logistic activities of the organizations. Maintain and update the office filing system.
- Maintain confidential records and files
- Procure goods and services based on the organization rules and regulations
- Provide day-to-day support to staffs on related work and identify future needs
- Ensure the works regarding rental and lease agreements and contracts
- Maintaining all the logistic or transportation-related records in any organization
- Maintain stock book assets, record book, physical verification of Inventory and reporting
- Provide day-to-day support to staffs on related work and identify future needs
- Work as a team member
- Undertake other duties as reasonably assigned by the Line Manager
- Develop logistics along with support plans, budget requirements and deployment timelines for new operations.

- Develop logistical plans for current operations and logistics contingency plans
- Prepare plans for liquidation and downsizing
- Develop and execute tools and methodologies to enable effective implementation of logistic plans
- Design and develop standard operating methods to manage logistics operations efficiently

**Salary & benefits:** Will be offered as per the candidates' experience and qualification. Salary is not a bar for deserving candidates.

***Only shortlisted candidates will be called for the further selection processes. Suitable candidates are highly encouraged to apply.***

**TO APPLY:**

Interested Candidates are requested to email us your detailed CV with Cover letter to [info@shikharorganization.com](mailto:info@shikharorganization.com)

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/logistic-officer-16/>

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