

PREMIER POULTRY

Plot 19, Second Avenue
Daban-Sokoban Street
Ahodwo-Kumasi, Ghana.

www.premier-poultry.com

DIGITAL ADDRESS: AK-661-9471



JOB ADVERTISEMENT

Job Description

Title: Junior Logistic Officer

Report to: Logistics Officer

Locations: Kumasi, Ghana

Premier Poultry aims to be the leading smallholder-focused poultry company in Ghana. Our purpose is to make rural households healthier and wealthier, and we achieve this by supplying them high-quality, vaccinated, brooded, and affordable improved dual-purpose chickens.

Premier Poultry is backed by reputed international investors with a proven track-record of success in the poultry industry, including market-leading enterprises in Ethiopia (EthioChicken), Rwanda, and Uganda (Uzima).

We are seeking to employ highly motivated, passionate, committed, result-oriented and self-driven professional to help us establish our presence in the rural and urban communities across the country.

Premier Poultry Limited is seeking a highly motivated and disciplined Junior Logistics officer with a passion for improving the lives of smallholder farmers. He/ She will work closely with the logistics Officer in the Operations Department, and be responsible for managing and organizing the overall operations of dispatching, and distributing of Day-old chicks (DOC) and feed in the northern sector of the country with the possibility of moving around. He/she will manage transport vendors, prepare weekly and monthly report and ensure smooth delivery of eggs, chicks and feed to customers across the country.

This position requires high level of professionalism, commitment, effectiveness and self-motivated personnel with consistency and efficiency capabilities. The person must be energetic, independent, innovative, result-oriented, ability to work under pressure and make informed judgement in decision-making.

Duties and Responsibilities

Order Collection & Routing

- ✓ Collecting of orders from sales team using the Company's order booking tools on weekly basis; liaise with Finance team to confirm order payment for feed and chicks
- ✓ Share order documentation with hatchery and feed team on timely basis
- ✓ Based on order size, determine effective delivery routes from hatchery to customers, calculate expected delivery fees and share with transporters
- ✓ Ensure availability of appropriate delivery vehicles, communicate routes, drop offs locations, sales team and customers contact to drivers etc....

Dispatch & Delivery

- ✓ Proactively communicates with sales team on every delivery and inform them of status of delivery, expected arrival time, driver's name and contact information
- ✓ Ensure drivers follow proper chicken, vaccine and feed handling process during the delivery process through excellent communication.
- ✓ Ensure customers receive invoice for paid product and sign/ thumbprint to receive the proper delivery documentation and return same back to you

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Driver Management

- ✓ Identify professional and qualified transport companies and owners
- ✓ Negotiate good contracts with transport companies/owners and maintain competitive prices to meet the company's target
- ✓ Train drivers on egg, chicken and feed handling and customer care using Premier Poultry Ltd driver's manual for excellent delivery service
- ✓ Assist drivers in problem solving in deliveries as well as evaluate their performance etc.

Administration, excellent leadership skills and Reporting

- ✓ Oversee all administrative activities related to delivery process within the country as well as judiciously managed petty cash and driver payment
- ✓ Build a good team culture across all the department in the company
- ✓ Keep a good record file for all transactions undertaking on the job.

Qualifications and Competencies

- ✓ Bachelor's degree in business management, supply management, or related field
- ✓ Ability to manage logistics in all aspect of the supply chain
- ✓ Strong and excellent communication skills for lasting relationship

Experience

Require One (1)-Two (2) years minimum experience in a related field

The right Candidate should have the following:

- **The Passion to learn and grow:** There will be ample opportunity to grow in this role, as we expand into new markets which will give you more experience to be an expert for the business.
- **Quick and adaptive Approach:** As PPL is growing fast, priorities shift and there will be constant re-evaluation of our approach to business, hence you will enjoy a flexible environment with enthusiastic new challenges.
- **Passionate about positively impacting smallholder farmers and customers in rural areas:** You will be excited by the possibility of directly impacting millions of Ghanaians, thereby helping them to build a sustainable livelihood, as well as improve their nutritional value.
- **Must be knowledgeable and proficient in MS Excel and Google Sheets.**


How to Apply

We are an equal opportunity employer who welcome applications from all qualified candidates with the requisite skills enshrined in this job advertisement. Interested candidates should submit their Updated CV and Cover Letter with the job title to careers@premier-poultry.com not later than 30th March, 2025.

Please note that only short-listed candidates will be contacted and women will be prioritized.

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