

JOB DESCRIPTION

Senior Logistics Administrator

Department:	Human Resources	Date Prepared:	April 2019
Location:	Suva	Prepared By:	Rizwan Ali
Incumbent:	TBC	Approved By:	Human Resources
Reports to:	Distribution & Logistics Manager		
Direct Reports:	2 x Logistics Administrators (Lautoka and Labasa)		
Internal Relationships:	All Staff		
External Relationships:	Bondwell Computers (Fiji) Ltd, Janty Papers Ltd, KBL Papers Ltd, Max Mobility, Acxiom Consulting, FujiXerox.		
Procedures, Polices & Guidelines:	CCA Computer Usage Policy CCA Laptop Usage Policy CCA Mobile Device Policy Code of Business Conduct Whistleblower Policy All Company Policies		
When Absent, this Job is Performed By:	2 x Logistics Administrators (Lautoka & Labasa)		
Signature of Incumbent _____	Signature of Manager(s) _____		

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Senior Logistics Administrator

PRIMARY OBJECTIVE:

- Accurate/Prompt and 100% Fiji/Export/Tonga Settlement
- Responsible for all Direct and Pre-Sales Orders (Fiji, Export, Tonga)
- Contractor Shortages/Overages & Reporting
- MSD Order to Cash Super User Support/Training to staff
- DSD Application, Devices Support & Systems Administration
- Oversight of the Branch Logistics activities
- Monitor & troubleshoot relevant AX Batch Jobs

Reaching these objectives will involve the following key activities:

KEY RESULT AREAS <small>(Distinct areas that contribute most to position performance)</small>	SPECIFIC ACTIVITIES/TASKS <small>(Specific activities/tasks that contribute toward achieving the performance of the KRA)</small>	KEY PERFORMANCE INDICATORS <small>(Specific targets for each activity as the measurable outcome of work processes)</small>	% of Time <small>(Proportion of time taken to perform the KRA)</small>
Settlement	<ul style="list-style-type: none"> • National/Exports/Tonga Prompt and 100% Accurate Settlement /, Monitoring and Administration • Manual Settlement interference where Loads in MSD do not get settled Automatically. • National/Exports/Tonga Unsettle Tracking and Prompt action. • Ensure Check-ins in MSD is posted by distribution once Deliveries are completed. • Co-ordination of settlement process with distribution and cashier. • Ensure all loads and invoices have tally/signatures/cash updates before settlement. • All TC invoices are settled as per authorization list-no verbal approval. • Report all unsettled loads to Stakeholders and Stock auditor on Monthend. • Settlement bill posting checks 	<ul style="list-style-type: none"> • Daily • Daily • Promptly • Daily • Daily • Daily • Daily • Monthly • Daily 	30%

<p>Sales Orders / Invoicing</p>	<ul style="list-style-type: none"> National/Exports/Tonga Order & Invoice Processing, Monitoring and Administration (SFA Orders, Web, Direct Sales, FOCs, Manual entries etc) National/Exports/Tonga Pre-posted orders monitoring/communicate to Stakeholders for action. Customer order archive Check for open order in Sales under AR before month-end and after. Web order deletion in customer order screen 	<ul style="list-style-type: none"> Daily Daily Weekly Monthly Daily 	<p>13%</p>
<ul style="list-style-type: none"> Reporting 	<ul style="list-style-type: none"> Timely updates and delivery of accurate Shortage/Overage reports Inform Major/Significant overages and shortages to Stakeholders Sales Order Taken Qty report to all stakeholders DIFOTAI Report Off-Route Report Delivery and Customer List circulation Unsettle Reports Handwritten TCs Report Any other OTC Related Reports 	<ul style="list-style-type: none"> Promptly Daily Daily Monthly Daily Daily Daily Daily Promptly 	<p>15%</p>
<ul style="list-style-type: none"> DSD Support 	<ul style="list-style-type: none"> Mobile Devices Management Administration, Support and Monitoring (software and devices) Keeping updated Inventory of DSD devices and accessories. Regular maintenance of DSD Devices DSD Training/Docs Support to end users. Ensure all branches are fully supported on DSD Systems Support to contractors when needed 	<ul style="list-style-type: none"> Daily Weekly Monthly Promptly Daily Promptly 	<p>20%</p>

	<ul style="list-style-type: none"> • Ensure adequate Paper rolls are in stock for DSD printer • Monitor loads which are being delivered though DSD and if they are correctly getting settled in MSD. • Monitor and Ensure Geocoding is correctly replicated from Max in AX. • Ensure all the masters are getting sent to Max correctly daily • Monitor DSD server process and master data job schedulers • Monitor MSD Auto Settlement Batch jobs • Ensure all branches are fully supported on DSD Systems • Stock Reconciliation (Driver's summary vs Tally Clerk/Security Load in Quantities) System Monitoring. • Audit of Stock returns / Check-ins process. (looking at process in action) • Designing DSD Reports to aid in insights. • Administration of DSD Ultra Web portal • Technical/DSD Systems Integrations Support/Troubleshooting. 	<ul style="list-style-type: none"> • Monthly • Daily • Daily • Daily • Daily • Daily • Daily • Daily • Daily • Promptly • Daily • Daily 	
<ul style="list-style-type: none"> • OTC / Business Support 	<ul style="list-style-type: none"> • MSD OTC Super User support/training/refreshers to others. • Checks on Load sheet Cancellation Variances (Fulfilment Matrix matters) • Carrying out Inventory Transfer Journals incase of any genuine discrepancy • Backup to branch teams • All DSD Invoices/PoDs getting saved on Azure Server and accessible to stakeholders • Business & Process Improvements Lookouts and recommendations 	<ul style="list-style-type: none"> • Promptly • Weekly • Promptly • Promptly • Daily • Daily 	<p>10%</p>

	<ul style="list-style-type: none"> • Oversight/Supervise branch logistics activities/logistics admin staff. • Report any breach of processes to Stakeholders- cashier/distribution process. • Ensure any breach of PV is reported to Stakeholders. • Keep an eye on and report any thefts and suspicious activities. • Palletization Support • Load Creations, Load Split, Pick Slips, Printing Support. • Distribution Printers Maintenance and Toner Orders for all branches • Digitizing/Archiving/Maintaining Forms/Files/Documents/Areas • Branch IT Support • Stationery (Invoices/ Loadsheets/Paper Roll etc) in adequate levels in all branches. • Monitor correct use of PC's in distribution area. 	<ul style="list-style-type: none"> • Daily • Promptly • Daily • Daily • Daily • Daily • Promptly • Weekly • Promptly • Weekly • Daily 	
Project Participation	<ul style="list-style-type: none"> • Work on assigned projects • Balance of daily operations work and Project work 	<ul style="list-style-type: none"> • Promptly • Promptly 	5%
Occupational Health & Safety	<ul style="list-style-type: none"> • Ensure the workplace (CCAF) is safe through undertaking appropriate Health, Safety and Environmental practices, and undertake correct reporting and recording of accidents, incidents and hazards. 	<ul style="list-style-type: none"> • All accidents are reported and investigated to reduce the risk of reoccurrence to others, and reduced Lost Time Injuries through elimination of hazards and creation of manageable risks. 	2%
Audits/Policies/Honesty/Punctuality	<ul style="list-style-type: none"> • Punctuality • Honesty • Dedication 	<ul style="list-style-type: none"> • Punctuality of tasks, reports, timing, accuracy, dedication, reporting to work will be measured An honest working relationship with your Manager and IS Team. All errors and mistakes should be reported to Stakeholders. Ensure all CCA policies and Audit requirements are followed. Cost cuttings (stationeries, phone bills etc) 	5%

PERSON SPECIFICATION

Senior Logistics Administrator

AREA	ESSENTIAL	DESIRABLE
Trade or Academic Qualifications	<ul style="list-style-type: none"> Diploma in Applied Computing or Information Systems 	<ul style="list-style-type: none"> Degree in Information Systems
Experience (What a person needs to have done)	<ul style="list-style-type: none"> At least 2 years experience in ERP Systems, Desktops & Printer support, and knowledge of advanced Excel, Access and DB Analytical skills. 	
Knowledge, Skills (What a person needs to know/do)	<ul style="list-style-type: none"> Excellent written and oral communication skills Presentation and facilitation skills Advanced Excel Advanced Access 	<ul style="list-style-type: none"> VBA Coding
Competencies (What a person needs to be like)	<ul style="list-style-type: none"> Action Management Contributing to Team Success Gaining Commitment & Facilitating Change Innovation Problem Solving & Decision Making Quality Orientation & Work Standards Negotiation Skills 	<ul style="list-style-type: none"> Business Acumen Business vision. Presentation skills