



**ASPEN BUSINESS PARK
SEATTLE HOUSE, GROUND FLOOR**

Madison Avenue, Aspen Lakes Ext 13, Aspen Lakes,
Johannesburg South, 2190



010 443 3966, admin@dieselbros.co.za, www.dieselbros.co.za

Job Profile

Job Title:	Logistics Coordinator	Job Category:	Job Category
Department/Group:	Logistics	Occupational Category:	Professional
Location:	Johannesburg South, 2190	Travel Required:	No (Office Based)
Level/Salary Range:	As per Letter of Appointment	Position Type:	Contract
Will Train Applicant(s):	Yes	Job Purpose	To provide efficient supply chain management and support to the overall Logistics - function
Reports to:	Ryan Louw and Kerusha Naidoo		
Subordinate	N/A		
Job specifications		Qualification, Experience and skills	
• Reporting Skills • Administrative Writing Skills • Microsoft Office Skills • Managing Processes • Organization • Analyzing Information • Professionalism • Problem Solving • Supply Management • Inventory Control • Verbal Communication		• Proven experience in relevant role. • Excellent communication and interpersonal skills. • Excellent organizational skills. • Excellent knowledge of office and office management software.	
Job Description			
ROLE AND RESPONSIBILITIES			
1. Coordination of Deliveries: Managing the transportation of Fuel, including scheduling pickups and deliveries, ensuring proper documentation, and coordinating with transports and suppliers – Ensuring that thorough information about the delivery is communicated to the supply chain.			



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- 2. Inventory Management:** Overseeing inventory levels, tracking stock levels, and ensuring proper stock rotation to minimize waste or overstock situations.
- 3. Order Processing:** Handling incoming orders, verifying their accuracy, and ensuring timely fulfillment while maintaining communication with relevant stakeholders.
- 4. Documentation and Record-Keeping:** Maintaining accurate records of Proof of delivery, and other relevant documentation. This includes ensuring compliance with legal and regulatory requirements.
- 5. Vendor Management:** Liaising with suppliers and vendors to coordinate deliveries, resolve issues, and build strong relationships to optimize the supply chain.
- 6. Problem Solving and Troubleshooting:** Addressing logistics-related issues such as delays, damages, or discrepancies and finding effective solutions to minimize disruptions with management.
- 7. Optimizing Transportation Routes:** Identifying cost-effective and efficient transportation methods and routes to minimize expenses and delivery times.
- 8. Communication and Coordination:** Collaborating with internal teams (such as Accounts and sales) to ensure smooth operations and timely delivery of Fuel.
- 9. Compliance and Regulations:** Staying updated on industry regulations, customs procedures, and international shipping requirements to ensure adherence and avoid penalties or delays.
- 10. Risk Management:** Assessing potential risks in the supply chain and implementing strategies to mitigate them, such as having contingency plans for unexpected events that could disrupt logistics operations. Eg – Ensuring Directives are followed when it comes to Testing of samples
- 11. Key Delivery commutation attributes**
 - **Real-Time Monitoring:** providing accurate ETAs based on current progress.
 - **Proactive Communication:** Reach out to Transports, drivers, or relevant parties regularly to gather updated information on shipment status and potential delays.



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- **Customer Notifications:** If the delivery is for customers or clients, promptly relay any changes or updates in the ETA to manage their expectations and maintain transparency.
- **Internal Coordination:** Share ETAs with internal teams, especially those involved in customer service or sales, to keep everyone informed and aligned.
- **Contingency Plans:** Anticipate potential delays or issues and have contingency plans in place. If an ETA changes significantly, communicate this promptly along with proposed solutions or alternative arrangements.
- **Automated Systems:** Utilize automated systems or notifications to send out regular updates on ETAs to relevant stakeholders.
- **Clear Communication Channels:** Ensure there are clear communication channels established internally and externally to swiftly disseminate any changes in ETAs.

SPECIFIC TASKS (NOT LIMITED TO)

On order Placement:

1. New orders processing
2. Sales orders created and ensure that client signs
3. Update orders list at least 3 times a day— or on request from Management and ensure all orders are cross checked
4. Confirm credit/terms/payments prior to dispatch on clients
6. Create driver schedule for following Da
7. Allocate loads to drivers
8. Allocate loads to suppliers (Confirm with Management and discuss the optimization of load placement)
9. Confirm loads with drivers/suppliers
10. Liaise with Accounts on Payment for suppliers to ensure there are no delays
11. Send final Communication updates to client and proof of delivery to clients for the day's load



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On Delivery

1. Send generic message to clients
2. Send ETA Comms (feedback, loading info, on site, complete)
3. Confirm load status with drivers/suppliers
5. Recon Proof of Delivery vs Order sheet for previous day
6. Ensure accounts received all DN's for previous day
7. Shell/Sasol order placement and confirmation
8. Storage recon sheet daily
9. Recon back orders and placement
10. Fuel spill management if applicable
11. Sign off Driver time sheet daily
12. Send final Communication updates to client and proof of delivery to clients for the day's loads
13. fleet consumption report Daily
14. Monitoring of client's fuel levels and notifying either agent or client prompting delivery if necessary

Fleet Management

1. Vehicle maintenance scheduling.
2. Monitoring fuel usage and efficiency.
3. Implementing safety protocols.
4. Managing driver schedules and assignments.
5. Tracking vehicle locations and routes.
6. Analyzing fleet performance data.
7. Handling vehicle procurement and disposal.
8. Budgeting and cost management.
9. Ensuring compliance with regulations.
10. Implementing technology for optimization (GPS, telematics)

Reporting

1. Drivers Logs – Submission on 2nd
2. Driver overtime – Submission 27th
3. Logistics Report – Weekly
4. Tracker Report -28th
5. Daily/Monthly fleet consumption report -2nd(Submitted Friday Accounts)
6. Canceled orders Report -2nd
7. incident reports + Corrective action (For month)-2nd
8. Repair Management Reports – weekly
9. Fleet Management Reports – Monthly
10. Compliance Reports- On request
11. Stock Reports /Bowser and Ridged(Daily) (Submitted Friday)



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12. GX Reporting

ADDITIONAL NOTES

- This Job profile describes the duties that you are expected to perform in terms of the position you were appointed.
- Performing these Duties will ensure that you are a productive member of the team
- Not performing these duties or not achieving the standards required will result in the necessary disciplinary action, to ensure that the duties are being performed and/or the required standards are achieved.
- This Job profile is not exhaustive and is meant to provide the minimum requirement of the Job, additional duties and responsibilities may be delegated by management or conveyed as work procedures.

Reviewed By:	Kerusha Naidoo	Date:		Signature:	
Approved By:	Ryan Louw	Date:		Signature:	
Accepted By:	Amore Van Niekerk			Signature:	