

# WE ARE RECRUITING

## A 'Logistics Officer'

### Responsibilities

- Plan and organise the daily delivery of goods with a view of optimising truckloads and routings.
- Generate relevant documents for the order preparation at store level.
- Ensure the daily despatching process of Lorries and the follow-up of temperatures of goods through the GPS Navigation Tool.
- Liaise with the Work-Shop Department for any technical problems related to lorries so as to minimise impacts on deliveries.
- Provide feedback to the Customer Service Department of any complaints arising at deliveries.
- Inform the Sales Department for any delays or changes in the delivery plans.
- Be proactive on decision taking related to operations exigencies.

### Profile

- HSC or equivalent.
- Experience in the Logistics sector would be an advantage
- Available to work in "Shift System" and to work on Sundays/public holidays, depending on the exigencies of service.
- Good interpersonal skills and customer oriented.
- Excellent communication skills (Creole language included)
- Holder of a "Food Handler's Certificate" and having a basic knowledge of HACCP would be an advantage.
- Have an understanding of Stock Management
- Knowledge of different regions in Mauritius
- Proficient in the use of MS Office (Excel, Word) as well as having good numerical skills.

Interested candidates should forward their resume by latest Monday 5 December 2022 to the Human Resources Department,  
Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : [hr.panagora@eclosia.com](mailto:hr.panagora@eclosia.com)  
**Only the best candidates will be called for an interview**