



Sishol Healthcare Solutions Limited is a registered healthcare supply chain company specializing in the supply of pharmaceutical products, non-pharmaceuticals, hospital equipment, and oxygen.

We are committed to delivering high-quality healthcare supply solutions to our clients and are looking for dedicated and enthusiastic individuals to join our team.

**JOB TITLE: LOGISTICS OFFICER**

**LOCATION: KISII**

**Job Summary**

The successful candidate will be responsible for overseeing and coordinating the efficient movement of goods within the warehouse and to external clients. This will involve managing the logistics of inbound and outbound shipments, ensuring accurate documentation, and maintaining effective communication with suppliers, clients, and transportation providers.

**Key Responsibilities**

1. Coordinate the receipt and inspection of incoming goods, ensuring that all deliveries match the purchase orders and meet quality standards.
2. Manage the packing, labeling, and dispatching of outgoing shipments, ensuring that they are accurate and meet client specifications.
3. Schedule and monitor the transportation of goods to ensure timely and safe delivery.
4. Work closely with the inventory management team to maintain accurate records of stock levels and movements.
5. Assist in the organization of the warehouse to optimize space utilization and accessibility of goods.
6. Coordinate stock replenishments and manage reordering to ensure optimal inventory levels.
7. Prepare and maintain all necessary documentation related to shipments, including invoices, packing lists, and delivery notes.
8. Ensure compliance with all relevant regulations, including customs requirements and transportation laws.
9. Liaise with suppliers to arrange and confirm delivery schedules and resolve any issues related to shipments.
10. Serve as the primary point of contact for clients regarding the status of their orders and deliveries.
11. Manage relationships with transportation providers to ensure reliable and cost-effective logistics solutions.
12. Develop and implement logistics strategies to improve efficiency and reduce costs.



### **Requirements**

1. Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, or a related field.
2. Minimum of 3 years of experience in logistics, supply chain management, or a related field, preferably within the healthcare or pharmaceutical industry.
3. Strong understanding of logistics and supply chain processes.
4. Excellent organizational and time-management skills.

### **Application Instructions**

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to [hr@sishol.co.ke](mailto:hr@sishol.co.ke) on or before **15<sup>th</sup> September 2024**.
2. The email subject line **MUST** include the position title being applied e.g., **"PROCUREMENT OFFICER"**
3. Canvassing of any nature will lead to automatic disqualification.