



**Job Title:** Logistics Manager

**Location:** Nzoia, Bungoma County

**Hours:** 45 hours per week

**Compensation:** 30,000-40,000 KES/month, commensurate with experience

**Application Deadline:** 15 May, 2020

**Company Overview:**

Acacia Innovations Ltd. is a fast-growing startup which provides environmentally friendly and cost-saving cooking and fuel solutions for schools and small businesses. We manufacture and distribute Kuni Safi briquettes, a nearly smokeless alternative to firewood made from sugarcane waste, as well as institutional energy saving cookstoves. We are the largest supplier of clean cooking fuels to schools in Kenya, with 400+ school customers. We are internationally recognized as a Winner of the Start-Up Energy Transition Award sponsored by the German Government and as a recipient of Energy and Environment Project grant from the Nordic Development Fund.

**Job Overview:**

- ✓ Handles all aspects of transportation and logistics for the entire company, including transport of raw materials, spare parts, procured items, and customer deliveries across the country.
- ✓ Works with the Factory Administrator, Sales and Finance Teams to ensure transportation and deliveries requirements are met as per the schedule; responsible for deliveries of anywhere from 1 ton to 28 tons of briquettes.
- ✓ This role strictly requires a versatile, hands-on doer with excellent and competitive sourcing skills, as well as strong interpersonal, communication and teamwork abilities.

**Essential Daily Roles:**

- Source all transportation and logistics needs for the whole company, including raw materials, spare parts/procured items, and finished goods for customer deliveries.
- Coordinate the entire transportation and logistics process, including communications with the driver/transporter and problem solving on any delays or obstacles.
- Make weekly and daily customer delivery plans, in collaboration with branch managers, incorporating direct deliveries to customers or restocking branch offices located in Nakuru, Nairobi, and Machakos.
- Ensure excellent customer service to all clients (internal and external) with zero delays.
- Remotely manage a company lorry driver and servicing/repairs to the company-owned lorry operating out of Nairobi.
- Responsible for logistics becoming a cost-effective center by making quick and appropriate decisions when choosing the services required.
- Issue daily logistics reports.
- Participate in developing Standard Operating Procedures (SOPs) pertaining to logistics.
- Any other administrative duties or projects as assigned from time to time

**Qualifications Required:**

- Bachelor's Degree
- 2+ years of related work experience in logistics, transportation, or procurement
- Computer savvy with expertise in Excel and Google Drive
- Highly organized and able to manage competing priorities
- Strong negotiation skills
- Honest and high level of perseverance
- Ability to interpret technical language regarding briquettes industry
- A yes and can-do attitude



- Fluent in English & Kiswahili

**To Apply:** Email [jobs@acaciainnovations.com](mailto:jobs@acaciainnovations.com), subject: Logistics Manager with:

- A cover letter describing your relevant experiences and skills and why you want to join Acacia Innovations Ltd.
- Curriculum Vitae (CV)- no more than 2 pages long
- 3 professional references