JOB DESCRIPTION

Job	**Head of Logistics and Warehousing**	Job Grade	
Department	Supply Chain	Location	Ikorodu, Lagos
REPORTING RELATIONSHIPS			
Reports to	Managing Director	Direct Reports	Warehouse Manager, Transport Manager , Customer Service & Logistics Manager

Job Summary

To lead the development and execution of logistics and warehousing strategies that ensure efficient inbound and outbound operations, optimal inventory management, and exceptional customer service across all the organisation's business units.

Key Responsibility/Technical Experience

Key Responsibilities:

Strategic Leadership

- Develop and implement national logistics strategies to achieve service excellence at competitive cost.
- Lead the Sales & Operations Planning (S&OP) process.
- Plan and manage site operations to optimize inventory and service delivery.

Warehouse & Inventory Management

- Oversee raw & packaging materials and finished goods warehousing ensuring quality management in storage and distribution.
- Implement stock plans to meet targets for raw materials and finished goods.
- Ensure accurate inventory control and reporting.

Inbound & Outbound Logistics

- Manage inbound logistics including local sourcing of Crude Palm Oil (CPO).
- Oversee outbound logistics to distributors and customers nationwide.
- Liaise with regulatory agencies (e.g., NAFDAC, Customs, Port Authority) for smooth port operations.

Transport & 3PL Management

- Drive transportation planning and manage third-party logistics providers (3PL).
- Ensure cost-effective and timely delivery of goods.
- Monitor transport unit performance and ensure correct service rate application.

Customer Service & Stakeholder Engagement

- Develop and implement customer service excellence strategies.
- Collaborate with Sales, Finance, and Manufacturing teams to align logistics with business goals.
- Maintain strong relationships with transport unions, government agencies, and suppliers.

Strategic Planning & Budget Management

- Closely work with other departmental heads for the accurate forecasting of operational budget
- Drive and implement strategic initiatives on logistics inputs into New Product Developments and consumer promotions.
- Manage logistics budgets and ensure cost control.
- Drive team development, training, and performance management

EMS, OHSMS and FSSC Responsibilities

- Implement and comply with EMS/FSSC/OHS requirements relating to environmental aspects and impacts and other policies, procedures and /or regulations applicable to assigned jobs.
- Understand and apply the intent of the EMS/FSSC/OHS policy and requirements to assigned jobs
- Understand roles, responsibilities, and the importance of conformity to the EMS/FSSC/OHS requirements.
- Understand the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance.
- Understand the potential consequences of departure from specified OHS procedures or legal requirements.
- Ensure prompt escalation (adequate communication) of any food safety related issues to any FSTM, FSTL and or next line of reporting manager

Internal and External Relationships

- External – Government Regulatory Agencies, Suppliers and Third-Party Logistics Providers
- Internal – Planning & Procurement Team, Factory Team, Tank Farm Team, Finance Team, Sales Team, Marketing Team.

Qualifications and Experience

- Relevant first degree (B.Sc.) in Business Management, Logistics & Supply Chain Management, Industrial Engineering or related discipline (MBA will be an added advantage).
- 10–15 years' experience in logistics and supply chain within FMCG.
- Strong knowledge of ERP systems, especially SAP and warehouse management systems.
- Proven leadership in managing complex logistics networks and regulatory environments.
- Awareness of audit techniques and methodology.
- Awareness of BCP and risk management techniques.
- Supplier/3PL/Outsourced logistics solution management.
- Contract development, defining SLAs, Processes, Procedures and KPIs.
- Sound knowledge of Warehouse & Inventory Management.

Skills Requirements:

- Stock Management
- Time Management
- Strong Analytical Skills
- Ability to make decisions decisively and a good sense of judgment.
- Ability to grasp complex concepts easily.
- Pay attention to minute details.
- Ability to motivate co-workers, colleagues and others.
- Ability to display self-confidence
- Ability to operate in a systematic and logical manner.
- Strong Planning, Negotiating and Organizing Skills
- Leadership and team management

REMUNERATION:

Interested and qualified candidates can send CVs to jobs@ingenuityhrm.com