JOB DESCRIPTION

IDENTIFICATION INFORMATION

A1 **Job title:** Transportation Superintendent

A2 **Department/Program:** Kakira Transport and Logistics

A3 **Section:** Transport and Logistics

A4 **Reports to (position):** General Manager – Transport & Logistics

A5 **Supervises (Name of Positions):** Shift Supervisors

B **JOB DESCRIPTION**

B1. The overall purpose of the job.

The Transportation Superintendent oversees all aspects of transportation operations, ensuring efficiency, safety, and compliance with regulations. This role involves managing staff, coordinating schedules, maintaining equipment, and optimizing routes to enhance service delivery

B2. Roles & Responsibilities:

- Assisting with Month-end closing and reporting
- Maintaining accurate inventory records
- Coordinating shipment and scheduling deliveries
- Keep track of inventory levels, shipment statuses, and ensuring timely delivery of products to customers.
- Regular communication with clients, suppliers and distributors to maintain a good relationship and ensure mutual satisfaction.
- Maintain and update inventory databases to ensure accurate information and efficient stock taking.
- Daily plan and truck allocation
- Identifying and fixing shipping errors
- Dispatching delivery drivers
- Maintaining accurate logs and records of shipments and driver activities.
- Overseeing safety protocols and ensuring compliance with legal requirements for road haulage.
- Coordinating and communicating with drivers, clients and senior management.
- Maintaining driver accountability and conducting inspections and training assessment.
- Calculate overtime, drip allowance, safari allowance, based on driver eligibility and submitted on a weekly basis.

C. Knowledge, qualifications & Experience

C1. Education:

Bachelor's degree in Logistics, Fleet, Supply Chain Management, Transportation, or related field.

C2. Experience, Skills, and Competencies:

- A minimum of five years in Transportation/ Logistics, with at least 2 years in a supervisory role.
- Strong Leadership and organizational skills
- Proficiency in logistics software and tools
- Analytical thinking with problem-solving capabilities

- Excellent communication and interpersonal skill.

C3 Key Performance Indicators (KPIs):

- Fleet utilization rate
- On-time delivery performance
- Cost savings achieved
- Safety compliance and accident rate
- Employee performance and retention rates