**SUPPLY CHAIN:**

* Managing and motivating a team of supply chain staff
* Improving the overall supply chain performance and looking for new innovations to the process.
* Source the right product continuously communicating with procurement and buyers.
* Controlling packing, staffing and delivery process.
* Planning and implementing logistical strategy and ensuring targets are met.
* Overseeing product storage, handling and distribution.
* Working on forecasts and inventories, keeping an accurate record of the process and analysing performances.
* Negating with suppliers and customers regarding contracts.
* Implementing new technologies and be alert about new trends and the sector.

**LOGISTICS:**

* Planning and managing logistics, warehouse, transportation and customer services.
* Directing, optimizing and coordinating full order cycle.
* Liaising and negotiating with suppliers, manufactures and consumers.
* Targeting on cost, productivity, accuracy and timeliness.
* Plan routes and process of shipments.
* Maintaining or tracking quality, quantity, stock levels, delivery times, transport cost and efficiency.
* Ensuring product stock is adequate for all distribution channels and can cover direct demands from customers.
* Analyse data to access performance and implements improvements.

**MATERIALS:**

* Planning and overseeing material movement through production cycles.
* Identify material requirements from logistics, productions and engineering sections and access and plan purchasing materials and generating PO after analysis as per requirements and action.
* Manage policies, procedures and material control systems.
* Inspecting the levels of business supplies and raw material to identify shortage.
* Develop department budget, solicit proposal bids and review goods requisitions.
* Negotiate and administer supplier contracts and support buyer to negotiations with suppliers on lead time, cost, delivery and quality.
* Review and develop personnel to meet functional objectives.

**WAREHOUSE:**

* Maintain the quality objectives and delivery deadlines are met.
* Planning and processing orders.
* Liaising with customer and other related departments.
* Ensuring compliance with warehouse vision and policies. Ensuring health and safety legislation and arrange training, supervising and appraising staff.
* Overseeing receiving, warehousing, distribution and maintenance operations. Administering stock control.
* Setting up layout and ensure efficient space utilization.
* Maintain and monitoring statistical and financial records and documents.

**PURCHASING AND PROCUREMENT**:

* Handling the management of the various resources and coordinating them properly.
* Oversee the decisions related to scheduling and meeting of the suppliers & vendors.
* Ensure the stock is always in surplus and keeping the market trends and change as well.
* Evaluation and monitoring the different departments to run efficiently.
* Involve to managing people and schedule.
* Maintain inventory stock regularly to ensure that all the products are available and ready in a timely manner.
* Maintain continuous supply flow and coordinate with vendors.
* Negotiation, execution and contract with suppliers and vendors.
* Review and approved purchasing contracts.
* Analyse the data, documents, upgrades, advancements.