

**Notice of Position Opening
External/Internal
Full Time**


Title: Logistics Officer
Posting Number: S-095
Posting Date: April 24, 2024
Reporting to: Procurement & Logistics Manager
Grade Level S2

Application will be accepted up to May 8, 2024

Firestone Liberia is seeking a dynamic and experienced Logistics Officer who is to ensure collection of purchasing data for reporting purposes and providing all necessary and relevant business analysis. The ideal candidate will also be responsible to monitor and track the inbound Logistics request required documentations for shipments and liaise with clearing agents on cargo status, clearing and payments required.

Responsibilities:

- Coordinate with foreign suppliers to get accurate information on the following:
 - Order confirmation
 - Packing list
 - Bill of Lading
 - Commercial Invoice
 - Shipment/delivery status
- Prepare and coordinate sea or air shipment plan on a periodical basis with FSNR external consolidators in U.S, Malaysia, etc.
- Work closely with consolidators to provide the needed import documentation, commercial invoices, packing lists & shipping instructions for submission to freight forwarder timely for CTN & AES filing.
- Work with suppliers to ensure all import documentation for direct shipments meets customs regulation.
- Maintain a scheduled meeting with consolidators and Expeditors (Freight forwarder) to ensure operational check and balance.
- Collaborate with the Corporate Export Compliance Manager to identify correct Schedule B code for all items purchased from the U.S
- Send SLI/CI to Expeditors (forwarder) after LSCM compliance approval.
- Cooperate with Port Operations Manager, Transport, Accounting and Central Receiving to facilitate on time-on schedule clearing of goods through customs or any other customs related issue.
- Ensure that all exports via air are arranged timely and do the tracking till destination.
- Arrange and process all air freight from U.S through DHL portal using FSNR account.
- Identify all chemical related cargoes and submit to FSLB Governmental Affairs Manager to obtain EPA import approval license prior to ship
- Lend tactical support to the Lead Logistics Supervisor by troubleshooting operational and transactional order management, freight, delivery etc.
- Work with Port Operations to drive continuous improvements.
- Focus on continuous improvement to drive improvement in the Import lead time for foreign purchases.
- Maintain database of Foreign Purchases and all related information critical to the timely importation of goods to Liberia
- Work closely with purchasing team on all issues related to the Purchase Order and provide updates and accurate information for updating the Procurement Tracking Log
- Investigate Overages, Shortages & Damages (OS&D) for imported goods and work with the vendors for resolution.
- Provide status of delivery of foreign Purchased goods to end user departments.
- Initiate GR process in SAP for items delivered at consolidator warehouse or shipped direct.

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- Make a close monitoring with Factory on the MB stock for FSNR Block Rubber Export
- Prepare, with the lead Logistics Supervisor, the monthly Logistics reporting.

Minimum Requirements:

- Bachelor's degree in business administration/Finance, Certificate/Diploma in Logistics & Supply Chain Management.

Minimum Experience:


Five (5) years' experience in Logistics & Supply Chain operations. Knowledge of Cargo Shipment processes and terms is required. Good and timely communication and collaboration with stakeholders is greatly required. Technical Know-How Exhibiting good interpersonal and communication skills to deal with all stakeholders for accurate follow-up, coordination and update, Good Analytical Skills, Good Knowledge in Logistics and Supply chain, Proficiency in Microsoft office software.

Knowledge and Experience of processing commercial Invoice and other shipping documents for Hazmat and Non-Hazmat shipment from the US is desirable

Additional Qualities Require - Honesty, multi-tasking, team player, ability to work under pressure, reliable result-oriented, and problem-solving skills, respect of deadlines, anticipation & proactive communication, proficiency in Microsoft office (Excel) and ability track and provide shipment status.

**Send resume (max. 3 pages) to: FSLBHR@bfusa.com
Human Resources Department
Firestone Liberia LLC.**

Please reference this posting number on all documents: S-095

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