

Scheduler

Purpose of the Role

The scheduler is responsible for ensuring the smooth and efficient distribution of product from depots to customer sites and retail stations in the right quantity and quality within the shortest lead time possible and optimizing the available truck fleet to ensure customer satisfaction

Responsibilities

- Planning & Scheduling
- Retrieving and analyzing orders presented for scheduling
- Checking that both physical product and entries are available before allocating trucks to depots for loading
- Fleet Optimization to ensure the available fleet is fully utilized
- Sharing scheduled orders with depot
- Supervision of drivers including monitoring of the trucks to ensure turn around and driver availability
- Ensures only approved trucks are scheduled and loaded and that they adhere to regulatory and Company specifications.
- Liaising with Finance, Sales & Depot Office teams for effective processing of orders
- Ensuring that the drivers return proof of delivery duly signed and stamped to ascertain receipt by the customers
- Sharing fleet utilization reports

Customer Service

- Continuously give feedback to the sales team, and customers on order status & schedules
- Tracking of trucks/drivers' status/position to ensure timely deliveries
- Route Planning to ensure the best route is used in customer deliveries
- Communicate with respective teams any occurrence that would hinder delivery

Safety & Security

- Ensuring that all trucks and drivers are compliant
- Communicating to drivers on HSEQ requirements and PPE
- Managing driver fatigue
- Participate in driver tool-box meetings

Education

A Bachelor's Degree or a diploma with solid experience.

2 years' relevant experience

Competencies and Experience

- Competent in Fuel, LPG and lubricants' knowledge
- Exemplary communication and listening skills
- Effective organizational and multitasking skills
- Being professional and courteous
- Resolving problems quickly

Send your application letter, CV, copies of academic and professional certificates via email to recruitment@rubiszambia.com by close of business Friday 19th May 2022.