

## POSITION JOB PROFILE

<b>INCUMBENT:</b>	<b>DESIGNATION: Expeditor</b>
<b>POSITION/JOB TITLE: Logistics Expeditor</b>	<b>LOCATION: Buchanan/Yekepa</b>
<b>FUNCTIONAL AREA: Logistics</b>	<b>SEGMENT: Mining</b>
<b>DISCIPLINE: Supply Chain</b>	
<b>REPORTING TO: Logistics Supervisor</b>	<b>BUSINESS UNIT: AM Liberia</b>
<b>No OF PEOPLE MANAGED:</b>	<b>OPERATING UNIT: Operations</b>
<b>DATE &amp; AUTHOR:</b>	<b>TURNOVER:</b>

### PRIMARY FUNCTION OF JOB (*Mission*)

Carry out optimization of the logistics unit and provide visibility of cargo handling/reporting and conducting end to end expediting and support of ArcelorMittal-Liberia operations

### MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

#### *Responsible for ...*

- *Follow up expediting matters related to company purchased goods; closely follow up with vendors upon PO placement to ensure delivery of items on time.*
- *Coordinate with other expeditors, inspectors and Logistics service providers, shipping lines/freight forwarders.*
- *Coordinate and control external/internal end-users in the area of expediting.*
- *Obtain periodic updates relating to supply management through desk expediting or directly by visiting the suppliers.*
- *Prepare expediting reports at the end of each operation, update materials information systems, and the required Expediting reports.*
- *Attend meetings with logistics in order to minimize the time between the delivery of the goods and/or the pick up by the forwarding agent, where applicable.*
- *Obtain required data elements from the Vendor and provide to the Logistics Supervisor for transportation, import, export, and compliance execution.*
- *Obtain documents timely from the suppliers in agreement with the PO and contractual terms.*
- *Evaluate vendor schedules and work with vendors to ensure that all schedule date commitments are met and maintained.*
- *Inform the Logistics Supervisor of any delays in receiving information/product from the Vendor.*

- *Provide feedback information on vendor's performance.*

**Employee Development**

- Participate in personal Training and Development to improve skills.

**Education Requirements for this position (Formal qualifications)**

**Essential**

- *Certification in customs, supply chain (Logistics, procurement & warehousing). Background in shipping and logistics management is a MUST.*
- *Bachelor of Art/Science degree in logistics/or procurement –supplies management is required.*

**Key experiences needed prior to taking this position**

**Essential**

- *4 to 6 years experience in the field of logistics, shipping and marine tracking-consignments tracking/end-to-end expediting, VGM calculations, excellent knowledge in cargo exporting/importing and good understanding in customs procedures, guidelines and laws.*
- ***Must be very proficient in the Microsoft office-especially MS EXCEL, strong analytical and communication skills.*** *Data entry/analysis and management is added advantage*

**Specific skills required for this position**

**Essential**

*MUST have an excellent understanding of international chamber of commerce rules-for domestics and international trade.*

Experience in material handling, mining industry experience and shipping lines preferred

Desirable:

**Personal Attributes needed to fulfill requirements of position**

**Essential**

- Be physically fit and be able to pass a pre-employment medical examination.

**Desirable**

- Able to build relationships and engage people in continuous improvement processes.
- Always identifies the priorities correctly and works in a self-directed manner.
- ERP/SAP experience is critical

**To apply:**

Please submit your letter of application along with your Curriculum Vitae (to include 3 references) as well as copies of your academic credentials to [Liberia.jobs@arcelormittal.com](mailto:Liberia.jobs@arcelormittal.com).

*Deadline for receipt of applications is Friday, June 29, 2018 at 5:00 p.m.*

**Please note the following:**

- Only short-listed candidates will be contacted
- FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY.