



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: LOGISTICS AND OPERATIONS OFFICER

Job Location: Nairobi
Reporting to: Logistics and Operations Manager
Job Tier Level: B4
Direct Reportees: None

Position Description

To acquaint on knowledge in customs operations and international laws to be able to handle international transactions successfully and prevent issues that may hinder successful deliveries in liaison with the Logistics and Operations Manager.

R&Rs

- LC documentation for Ethiopia shipments; PI issuance, LC draft review for logistics considerations and give LC amendment fields if any to avoid documentation discrepancies,
- Weekly warranty usage invoicing for the In-warranty usage (IW),
- Portables invoicing and ESD signing for ETR compliance,
- Audit support on the order to cash process,
- KYC documentation on RD creation in Navision and filing,
- Africa VI logistics support on export documentations; RFI issuance, COC follow ups with inspection bodies for all the intercompany sales,
- Export documentations for S. Sudan and HOA exports for the partnerships team.

KPIs

- Lead time for sea and air freight clearance,
- Portable sales invoice posting lead time with accuracy on price,
- Shipment filing documentation completeness for post-audit support,
- Timely LC documentation and submission within LC presentation period,
- IDF approval TAT of five days from SO receipt for shipment planning.

Desired Skills and Experience

- A degree in Business Management, Supply Chain Management or a related field is required,
- Minimum of 3 years of relevant experience,
- Sound commercial and financial modeling capability,
- Understanding of Warehouse processes and procedures,
- Good verbal and written communication skills,
- Passion for social enterprise, development of people and environmental benefits.



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How to apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com before 17th November, 2021.

For details more details about the opportunities, visit our careers page on our website www.dlight.com

About us

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com

