



# CYCLE CARE LTD.

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## LOGISTICS OFFICER

### DUTIES AND RESPONSIBILITIES

As a Logistics Officer, you will be responsible for the movement of all inbound and outbound of motorcycle, parts and accessories. Manage the relationship and act as a link between the sales team and 3PL providers. Reporting to Senior Logistics Officer and deputize in his absence, other day to day responsibilities include:

- Manage inventory and warehousing activities by effectively forecasting material demands, stock levels, cycle counts, re-order points and resources capacity ensuring parts availability.
- Provide accurate inventory control function ensuring all orders are received and available for dispatch and compliant with all regulatory standards.
- Manage the procurement, transportation, clearance and documentation for shipments to ensure efficient inventory turnover and decreased product obsolescence.
- Create inventory reports on a daily, weekly, monthly basis outlining trends, detailed analysis of item performance to include quantity and price variance analysis.
- Develop continuous improvement initiatives to policies, systems and procedures of entire supply chain network. Report inappropriate practices to management.
- Maintain inventory ABC analysis using Windward system by updating material and vendor master ensuring data are accurate for sales team utilization.
- Collaborate with the entire Cycle Care Ltd. Sales, Service teams and maintain a flexible attitude supporting department objectives.
- Perform in a manner consistent with company Vision, Mission Statement and Operating Standards.
- Perform other duties and/or special projects as assigned by immediate supervisor.

### JOB SKILLS AND REQUIREMENTS

- The candidate must have a Bachelor's Degree in a business or management related field.
- Minimum 5 years managerial experience in the Logistics Industry.
- Must possess Supply Chain Management Certification from a recognized course of study.
- Excellent report communication and writing skills in English; demonstrated ability to work under pressure, multi-task confidently and meet tight time deadlines.
- Excellent keyboard skills including MS Office (Word, Excel, PowerPoint, Outlook).
- Proficient use of ERP system like Windward or similar SAP system.
- Dependable, punctual, and team oriented
- Ability to drive forklift
- Must hold or be able to obtain a valid driver's license and be willing to obtain a heavy truck license.

Salary will be commensurate with qualifications and experience.

To apply, please e-mail your resume with references to: [hr@cyclecare.bm](mailto:hr@cyclecare.bm)

**Closing date for application is May 12, 2014**



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