

JOB DESCRIPTION

Title	Logistics Officer
Department	Business Investment and Commercial Service
Reports to	Manager BICS (Project Manager)
Location/Campus	Panatina & Kukum Campus

Summary

The Logistics Officer will play a pivotal role in ensuring the efficient and timely delivery of catering services for the event. This position requires strong organizational skills, effective communication, and the ability to manage logistics in a fast-paced environment.

Main Duties and responsibilities

	<ul style="list-style-type: none"> • Manage the transportation of catering supplies and equipment to games village kitchens while adhering to established delivery timelines • Oversee loading and unloading processes, ensuring items are handled safely and securely during transit • Troubleshoot logistics challenges as they arise, proposing solutions and adapting plans to maintain the delivery schedule • Ensure cooking staff pick up and drop off times are observed for timely menu prep. • Assist admin team in running errands relating to the catering delivery
Quality Assurance and Custom Satisfaction	<ul style="list-style-type: none"> • Ensure food safety protocol is adhered to when transporting food in between games villages. • Ensure staff pick up –drop off schedule is updated • Ensure logistic runs smoothly on a daily basis & with minimum issues • Promote a positive perception of the company at all times both internally & externally • Ensure the all the allocated must be done with the short term period contract
People Management and team work	<ul style="list-style-type: none"> • Foster a collaborative and inclusive team environment that encourages open communication, knowledge sharing, and mutual respect. • Coordinate and assign tasks to team members, ensuring workload distribution is balanced and aligned with project priorities. • Collaborate with the Project Manager to align team goals with project objectives and ensure that performance targets are met. • Work to resolve conflicts or issues that may arise within the team, fostering a positive and harmonious work environment
Business, planning, reporting and management	<ul style="list-style-type: none"> • Monitor logistics budgets, ensuring cost-effective utilization of resources and adherence to financial targets • Ensure receipts and other source documents are well kept the delivered to admin for proper retirement.

Dimensions

<p>Problem solving and impact</p>	<ul style="list-style-type: none"> • Identify potential logistical challenges and proactively develop strategies to mitigate risks and ensure the smooth flow of operations during the Pacific Games catering delivery • Lead cross-functional teams in identifying root causes of logistical challenges and implementing effective solutions to prevent recurrence • Collaborate with Project manager and GOC officials to troubleshoot and resolve unexpected issues, such as delivery delays, equipment malfunctions, or changes in event schedules.
<p>Resource management</p>	<ul style="list-style-type: none"> • Coordinate staffing levels to ensure adequate coverage for loading, unloading, transportation, and other logistical tasks. • Develop and maintain schedules for resource deployment, taking into consideration event timelines and requirements. • Plan, coordinate, and manage the allocation of resources required for catering delivery, including personnel, vehicles from SINU transportation pool, equipment, and materials.
<p>Working Environment</p>	<ul style="list-style-type: none"> • To skillfully work cross divisions and catering teams in the resolution of issues. • To take responsibility for conducting risk assessments and reducing workplace hazards • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in a catering context
<p>Decision making authority</p>	<ul style="list-style-type: none"> • Assist in provision of recommendation to project manager • Determine optimal delivery routes to avoid traffic congestions • Determine optimal schedule for admin errand runs, priority catering runs.
<p><u>General Responsibilities</u></p>	
<ul style="list-style-type: none"> • To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your University • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment • To present the university in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the university and relevant maritime agencies. 	
<p><u>Qualifications required</u></p>	
<ul style="list-style-type: none"> • The ideal candidates will possess a diploma in business or other related discipline with a minimum of 2 years' experience. 	
<p><u>Experience</u></p>	
<p>Essential to the position</p>	<ul style="list-style-type: none"> • Demonstrated experience in problem-solving roles, preferably in logistics, supply chain management, or related fields. • Prior experience in managing and developing a team • Ability to remain composed under pressure and make effective decisions in time-sensitive and dynamic environments • Have a high level of communication skill both and writing and oral.

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| | <ul style="list-style-type: none">• Has a valid Driver's license• Be prepared to participate in all ongoing in-service training and refresher training activities.• Experience in catering, event management, or a related industry is advantageous |
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Terms and Conditions

The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.