

# S.G. ENTERPRISES

**Do you have what it takes to join the Logistics?**

## **Logistics Supervisor.**

The ideal candidate should have Strong Management, Organizational, Communication and Interpersonal Skills, He/She should possess advanced skills in Microsoft Office - and Word and should be a candidate of high work ethic

### **Responsibilities**

- Management of Drivers, Assistants and Related Staff
- Ensure that Vehicle Documentation is up to date and filed
- Scheduling of Vehicle Services, Roadworthy, Permit Renewal
- Regular Vehicle Inspections, with related Reporting
- Tracking and Monitoring of Vehicle use and position
- Managing vehicle related expenses
- Balancing Vehicle use
- Allocation of Vehicle and Drivers to Warehouse for deliveries.
- Negotiation with Third Party Contractors – where necessary
- Sourcing, Testing and Selection of Drivers
- Develop and Manage Training Program for Drivers
- Prepare Reports for Management

### **Qualifications and Experience**

- Preference will be given to applicants with relevant Higher Education Qualifications
- Minimum 5 years' experience in Transport and Logistics.

Please send comprehensive CV to:

S.G. Enterprises (Pty) Ltd  
P/Bag BO 261  
Bontleng  
Gaborone

[jobappbots@gmail.com](mailto:jobappbots@gmail.com)