

EPPC Albania on behalf of its client, is currently recruiting a **Logistics Specialist**.

Major responsibilities:

- Responsible for the receipt, storage, onward transportation, accounting and reporting of commodities;
- Ensure all items are documented and in good quality;
- Make random checks of commodities to confirm quantity and quality;
- Maintain all warehouse equipment and ensure full security of the premises;
- Manage and monitor the performance of entire fleet, routing and scheduling planning;
- Assess the needs of the operation, develop and implement procurement strategy;
- Monitor and review purchase orders, procurement requests, bid evaluation, award of contracts;
- Improve procedures related to customs clearance, transport and control of sourced goods, ensure correct storage facilities and procedures.

Requirements for this position are:

- University degree;
- **3+ years previous experience in logistics management or coordination;**
- **Good English, both written and spoken;**
- **Good understanding of basic Logistics Principles (Load Securement, Vehicle Standards, etc.);**
- Basic computer skills/MS Office Suite (Word, Excel, Powerpoint);
- Ability to work effectively independently or as part of a team.

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.