

VACANCY

Company Profile: BALFIN Group is among the largest private investment groups in Albania. The Group's investment portfolio embraces activities of real estate development, retail sales, commercial and industrial space management services, mining and metallurgy industry, customer financing, etc.

AlbChrome is an affiliate of Balfin Group operating in the sector of Mining Industry.

Job position: Logistic Manager
Band: 4
Contract Terms: Unlimited
Department: Logistics
Location: Headquarters, in Tirana
AlbChrome

Summary:

The logistics manager is responsible for the management of the physical goods transportation, time. The goal is to manage and optimize order cycle so as to enhance business development and ensure sustainability and customer satisfaction.

Duties and Responsibilities:

1. Supervises the logistics team in every phase of logistics activities;
2. Manages the delivery of goods by sea, land, and rail;
3. Manages and optimizes the whole logistic service cycle;
4. Monitors the level of raw material stock across the unit and organizes the distribution & supply of raw materials;
5. Negotiates service and price terms with companies that provide logistic services (transport companies, customs agencies, etc.);
6. Schedules cargo delivery in collaboration with clients and/or suppliers, business units and partner companies;
7. Builds and develops professional relationships with local customs, port and rail authorities;
8. Drafts the annual logistic budget and keeps record for budget efficiency implementation;
9. Forecasts and plans on a monthly basis the funds for customs clearance of goods on behalf of the customs;
10. Monitors logistical costs and reports them to the Finance Department;
11. Supervises the fuel consumption of company vehicles.
12. Maintain metrics and analyze data to assess performance and implement improvements
13. Comply with laws, regulations, and company procedures.

Qualifications and Skills:

➤ **Education:**

Economic University Degree – preferred in Business Administration, Logistics or Supply Chain, a Master's degree (e.g. MBA) would be highly desirable;

➤ **Work Experiences:**

Minimum 5 years proven working experience as a logistics and shipping;
Proven ability to lead and management staff;

Minimum 3 years of people management/functional leadership responsibility;

➤ **Language skills:**

Proficient in Albanian and very good command of the English language (written and spoken).
Knowledge of any other language would be an asset;

➤ **Other Skills:**

Excellent analytical, problem solving and organizational skills
Self-motivator, capable of working with minimum supervision;
Good communicator, both oral and written;

➤ **Work conditions:**

Balfin Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

Application Procedure:

To apply for this position, please submit Your CV before **10.04.2019** through the email address: **hr@albchrome.al**

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".

Please note that only those candidates SELECTED for further consideration, will be contacted.