



SEKAJJA AGRO FARMS LTD

JOB DESCRIPTION

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Job Title:	Distribution Centre Coordinator (DC Coordinator)	
Reports To:	Chief Accountant	
Supervises:	Direct:	Indirect:
	None	Drivers,
Interacts/Interfaces with:	Internal:	External:
	SAF employees	Clients
Job Summary	<p>The Distribution Centre Coordinator is responsible for overseeing the daily operations of Sekajja Agro Farms' distribution center. This role includes managing inventory, coordinating deliveries, optimizing distribution processes, and ensuring timely and accurate fulfillment of orders for dressed chicken, chicken feed, and Day-old chicks (DOCs). The coordinator plays a crucial role in maintaining the efficiency of the supply chain and ensuring high levels of customer satisfaction.</p>	
Key Position Responsibilities	<p>Inventory Management</p> <ul style="list-style-type: none"> • Oversee and manage the inventory levels of all products dressed chicken, feeds and DOCs within the distribution center, ensuring accuracy and availability. • Participate in regular inventory audits and reconcile any discrepancies. • Coordinate and prepare a restock plan with the production team to ensure timely restocking of products. • Properly arrange stock whilst ensuring the appropriate SOPs • Daily reconciliations of all dispatched stock and stock receipts from the production sites. • Perform reconciliations of all stock movements and ensure adequate documentation. • Lead weekly and monthly stock counts. <p>Order Fulfillment:</p> <ul style="list-style-type: none"> • Ensure all customer orders are accurately and timely dispatched • Coordinate with the logistics team to schedule deliveries and manage distribution routes. • Monitor the order fulfillment process to identify and resolve any issues that may arise 	



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- Reconcile all customer orders against available stock
- Document and report on all unfulfilled orders

Logistics Coordination:

- Plan and oversee the transportation of products from the distribution Centre to retail outlets, distributors, and direct customers.
- Optimize delivery routes and schedules to minimize transportation costs and improve efficiency.
- Ensure compliance with all safety and regulatory requirements for transportation and storage.
- Assist with truck loading as per SAF SOP to ensure 100% loading efficiency.

Reporting and Documentation:

- Maintain accurate records of inventory levels, order fulfillment, and distribution activities.
- Prepare and submit reports to management, including daily closing balances reports, weekly stock count reports, restock plan, customer trend analysis report among others
- Ensure all documentation related to, receiving, and inventory management is timely and accurately completed and kept.
- Perform administrative activities i.e. organising and coordinating activities to ensure they deliver effectively and uphold SAF values.

Process Optimization:

- Continuously innovate and improve distribution center processes to enhance efficiency and reduce operational costs.
- Implement best practices in warehouse management, including layout optimization, equipment usage, and inventory control.
- Utilize data and analytics to drive decision-making and process improvements.
- Ensuring smooth operation of dispatch controls, full utilisation of weighbridge, monitoring effectiveness of order make up team.

Team Management:

- Supervise and train distribution center staff, ensuring they are well-equipped to perform their duties effectively.
- Foster a positive and productive work environment, encouraging teamwork and collaboration.
- Handle all dispatch team queries related to placed orders.



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	<p>Customer Service</p> <ul style="list-style-type: none"> • Ensure that all distribution activities meet the company's standards for customer service. • Timely action of customer inquiries and complaints and escalation of quality related complaints • Work closely with the sales and customer service teams to ensure alignment and customer satisfaction. • Think creatively on how to timely and accurately serve customer orders full so as to ensure customer satisfaction. • Analyse customer order data to identify trends and opportunities for improvement <p>Compliance and Safety:</p> <ul style="list-style-type: none"> • Ensure that the distribution center complies with all relevant health, safety, quality and environmental regulations. • Conduct regular safety audits and implement corrective actions as needed. • Promote a culture of safety within the distribution center, providing training and resources to staff. • Implementation of approved SOPs and dispatch SOPs whilst ensuring compliance to internal controls <p>Other duties assigned by the line manager.</p>
Success Measures	<ul style="list-style-type: none"> • Evidence of reconciled route summary report. • Reduced commercial team order related queries. • Evidence of restock report-production plan alignment. • Evidence of truck turnaround report. • Evidence of weekly and monthly branch count reports. • Evidence of cold room stock count & reconciliation reports.
Financial Responsibility	<ul style="list-style-type: none"> • Manages Inventory/dispatch reconciliations
Person Specification	
Education & Training	<ul style="list-style-type: none"> • Degree in Supply and Logistics management or another related field.
Skills & Experience	<ul style="list-style-type: none"> • Minimum of 2-3 years in a role in a busy commercial organisation • Computer literacy especially accounting systems • Interpersonal skills • Excellent analytical and reporting skills • Proven experience in inventory control, with a minimum of 2-3 years in a related role.



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	<ul style="list-style-type: none">• Inventory Management skills• Problem Solving Skills
Attitude/Motivation	<ul style="list-style-type: none">• Value adding• Enthusiasm, passion and encouragement to all.• Strong commitment to the mission and values of SAF.• Result driven.

Employee Name: _____

Signature: _____

Date: _____

SAF