



SEKAJJA AGRO FARMS LTD

JOB DESCRIPTION

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Job Title:	Dispatch Officer	
Reports To:	Chief Accountant	
Supervises:	Direct:	Indirect:
	None	Drivers, Secondary Abattoir attendants, Dispatch attendants
Interacts/Interfaces with:	Internal:	External:
	SAF employees	
Job Summary	The primary role of the dispatch office is to receive dressed chicken from abattoir production, sort, process and dispatch sales orders as per SAF guidelines while ensuring the accomplishment of goals and targets set by Management.	
Key Position Responsibilities	<ul style="list-style-type: none"> • Reconcile all customer orders against available stock. • Prepare a restock plan and share it with the abattoir production supervisor for the formulation of a production plan. • Receive processed dressed chicken from the abattoir supervisor against a production shift report. • Receive all abattoir stock from production. • Properly arrange stock in the cold room. • Receive customer orders from the Distribution Centre and ration the dispatch. • Daily reconciliations of all dispatched stock against stock receipts from the cold room, chiller and blast freezers. • Think creatively on how to timely and accurately serve customer orders full so as to ensure customer satisfaction. • Handle all dispatch team queries related to placed orders. • Responsible for coordinating the movement of dressed chicken from the abattoir to the DC • Perform administrative activities i.e. organising and coordinating activities to ensure they deliver effectively and uphold SAF values. • Assist with truck loading as per SAF SOP to ensure 100% loading efficiency. • Ensuring smooth operation of dispatch controls, full utilisation of weighbridge, monitoring effectiveness of order make up team. • Leading weekly and monthly stock counts, shop spot stock counts and rotation of the drivers to ensure all potential areas of fraud are in control • Implementation of approved SOPs and dispatch SOPs whilst ensuring compliance to internal controls. 	



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	<ul style="list-style-type: none"> Analyse customer order data to identify trends and opportunities for improvement. Monitoring crates (crates issue and receiving from customers). Perform reconciliations of all stock movements in the cold room and ensure adequate documentation. Other duties assigned by the line manager.
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 minutes with the abattoir operations team about sales and ordering process. 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"> Bachelor's Degree in Supply and Logistics management or other field relevant to supply chain and/or logistics.
Skills & Experience	<ul style="list-style-type: none"> Minimum of 2-3 years in similar dispatch position 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. 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: _____