Manage day-to-day companywide logistics operations/administrative nationwide such as transportation, logistics, and maintenance, and ensure equipment security.

Manage all logistic workers Attendance on daily basis.

Release worker salaries monthly.

Logistic team hiring control.

All payment terms for vehicle fueling day to day. Fully record on excel sheets and on saps.

Coordinate drivers when required.

Procurements

Logistics procurements i.e Vehicle maintenance. Vehicle oil changes, in case of Accidents.

Purchasing packing materials for transport