

Job Title: DISTRIBUTION OFFICER	Reports To: DISTRIBUTION SUPERVISOR
Function:	Grade:
Direct Reports:	Date:
Responsible for:	
Overall management of the county depot operations	
Key Tasks	
<ol style="list-style-type: none"> 1. County Depot – manage daily operations as per Standard of Procedures (SOPs). 2. Stock Management – maintaining and reconciling of stocks as per Standard of Procedures (SOPs). 3. Agent network management – implement the recruitment, onboarding and relationship management of agents as per contracts. 4. Logistics Management – implementing daily stock dispatch to agents as per quality assurance requirements. 5. Reporting – provide daily reports as per the supervisor's request. 6. Customer complaint management – resolve customer complaints as per supervisor's instructions. 	
Key Performance Measures	
Knowledge, experience and qualifications required	
<ol style="list-style-type: none"> 1. Diploma in business administration, logistics and agriculture related Field 2. Experience in stores management will be added advantage. 3. Computer literate is a MUST. 	
Personal skills and attributes required	
<ol style="list-style-type: none"> 1. Communication and customer service skills. 2. Ability to multi-task 3. Work under pressure 	

