

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is currently inviting applications for the following position within the Marine Services which manages the Water Taxis and Inter-Island ferries.

## LOGISTICS SUPERVISOR

The Logistics Supervisor oversees the shipping and delivery of materials and warehouse personnel. He/she mainly works in the warehouse – liaising with vendors, overseeing the loading of trucks, setting up delivery and unloading of material. He/she manages inventory and maintains effective communications with carriers, suppliers, warehouses, custom brokers and others involved in the shipping and delivery of merchandise.

### WORKING RELATIONSHIP

Reports to the Maintenance Manager.

### KEY DUTIES AND RESPONSIBILITIES

- Ensures effective and timely implementation of all logistics daily operational goals, inclusive of shipping functions and Inventory Management.
- Oversees the transportation of products from one location to another, such as from loading docks to warehouses or warehouses to vessels
- Develops and initiates monthly reports having required project timelines.
- Analyses and log purchase orders commensurate to existing stock availability and reduce shipping cost in the SINEX system.
- Oversees and monitors availability of stock to reduce shortages.
- Plans and arranges logistics required for shipments.
- Supports simplification and standardization of processes to accelerate logistics and enhance efficiencies.
- Identifies enhancement opportunities and suggests solutions for improvement to top management.
- Assists audits of vendor invoices and month-end processing to incorporate finance accruals.
- Arranges product pickups and deliveries with transportation companies and route drivers accordingly.
- Be familiar with the needs of the vessels and manages inventory based on these needs.
- Responsible for re-ordering products as needed to maintain sufficient inventory levels.
- Performs other related duties, as required.

### KEY SKILLS AND COMPETENCIES

- Strong verbal and written communication, analytical, organizational and customer service skills.
- Ability to meet deadlines and to be detail-oriented.
- Ability to motivate sub-ordinates to develop a “safety first” attitude.
- Understanding planning, shipping, warehouse management and inventory systems.
- Ability to use independent judgment and discretion to develop and execute innovative solutions to logistics problems.
- Tracking the progress of shipments.
- Utilize proven training and mentoring techniques.
- Possess a thorough understanding of all-pertinent regulations and laws.
- Logically and independently plan, organize, and complete shipping assignments.
- Demonstrate well-developed inter-personal skills.
- Ability to set and achieve high standards of performance.
- Demonstrate initiative and be able to make progress on multiple assignments under time constraints.
- Must be computer literate.

### QUALIFICATIONS/MINIMUM EXPERIENCE AND TRAINING

- A minimum of four (4) years experience as a Logistics Supervisor, demonstrating ability to handle increasing levels of responsibility.
- 2+ years of prior supervisory or managerial experience in a distribution/warehouse environment.
- Diploma in Warehouse and Inventory Management or equivalent work experience.
- A Bachelor’s degree in Supply Chain Management, Business Management, Industrial Engineering, or a related field, would be an asset.
- Proficiency in Microsoft Office and with computerized scanner equipment.
- Specific training and experience in management of major warehouse management systems by type and brand or be available to be trained as may be required.
- Availability to work a flexible schedule as needed, including planned and unplanned hours, which may include weekends.
- General knowledge of financial or statistical concepts as related to budgeting and reporting.
- Must be the holder of a valid Class 3 Driver’s License.

THE HUMAN RESOURCES DEPARTMENT  
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CLOSING DATE FOR RECEIPT OF APPLICATIONS IS  
**Friday 4<sup>th</sup> August, 2023**  
Unsuitable applications will not be acknowledged.