



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT: LOGISTICS ASSISTANT

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Logistic Assistant** who will be responsible for managing the flow of goods, materials, and resources within a supply chain, ensuring efficient transportation, storage, and distribution. They coordinate with various departments and vendors to optimize logistics processes, reduce costs, and meet organizational goals.

DUTIES AND RESPONSIBILITIES

The Logistic Assistant will be responsible for :

- Overseeing the entire supply chain process, from procurement to distribution.
- Monitoring stock levels, managing warehouse space, and ensuring optimal inventory levels.
- Planning and scheduling shipments, coordinating with transportation providers, and managing transportation costs.
- Identifying and evaluating suppliers, negotiating contracts, and ensuring timely delivery of materials.
- Managing warehouse processes, including receiving, storage, and dispatch of goods.
- Maintaining accurate records of inventory, shipments, and other logistics-related information.
- Identifying and implementing strategies to reduce costs, improve efficiency, and streamline operations.
- Communicating with internal and external stakeholders, including suppliers, customers, and transportation providers.
- Identifying and resolving logistical issues, such as delays, shortages, or damage to goods.

QUALIFICATIONS

- A minimum period of three (3) years relevant work experience
- Bachelor's degree in a related field (e.g., supply chain, business administration, etc).
- Proven experience in project management, particularly infrastructure development.

KNOWLEDGE AND SKILLS

- Essential for managing complex logistics processes.
- Required for working with diverse stakeholders.
- Needed for addressing logistical challenges and making informed decisions.
- Essential for understanding and optimizing logistics processes.
- Including inventory management software, transportation management systems, and accounting software.
- Such as warehousing, transportation, or procurement.
- Sound Decision Maker and Problem solver
- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).

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- Must be a self-starter with excellent teamwork skills.
- Sound judgment,
- Excellent analytical skills
- Strong networking and interpersonal skills
- Ability to plan, organize and coordinate work and to cope with a demanding workload.
- Excellent oral and written communication skills.

HOW TO APPLY

Complete application package must be submitted no later than April 28th , 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration
Liberia Special Economic Zones Authority
VP Road, Old Road
Monrovia, Liberia**

Or by Email: hr@liberiaseza.gov.lr with the job title as Subject