



JOB VACANCY

JOB TITLE: DISPATCH ASSISTANT

Introduction

Libya Oil Kenya Limited is seeking to recruit a Dispatch Assistant in our Operations and Assets department.

Vacancies are available one each in Nairobi and Mombasa Terminals.

Job Specification

The Dispatch assistant will promote flawless operations and terminal efficiency by:

- Ensuring efficient scheduling of loading sequence to achieve loading plan.
- Ensuring issuance and monitoring of seals usage for all trucks loaded.
- Compiling efficiency monitoring data for dispatch operations.
- Conducting validation of loading orders before commencement of loading of the orders.
- Ensuring compilation of transshipment report for dispatch operations.
- Ensuring compilation trucks turn around data for dispatch operations.
- Ensuring complete truck entry stamping and release by KRA to ensure NIL penalties to LOKL.

Minimum requirements (Skills, Competencies & Experience)

Experience

- 1 years' experience in the Oil industry.
- Computer Skills - Proficiency in Word and Spread sheets

Education Qualification

- A Diploma Engineering (Chemical, Mechanical or Civil).

Skills & Knowledge Required

- Strong analytical skills
- Effective Communication
- Team work
- Concern for Accuracy.
- Flexibility
- Zero tolerance to poor Quality.
- Strong controls mind-set.

Interested candidates who meet the set criteria should send their application letters and detailed CVs via e-mail to recruitment@oilbva.co.ke on or before the deadline of Friday **13th March 2015**. Applications must quote the following reference: **'LOKL-Dispatch Assistant, 2015'**.

Please note that only short-listed candidates will be contacted.