



**PENDRAX SECURITY SL LTD
9 WATERSIDE ROAD
WILBERFORCE**

Fuel and Logistics Manager Job Description

The Fuel and Logistics Manager oversees the uplift and supply of fuel for all sites. Responsibilities include managing fuel inventories, negotiating contracts with suppliers, and ensuring compliance with safety regulations. Logistically you are responsible for ensuring that the supply chain is efficient and effective throughout the organization. You will organize, store and monitor the distribution of fuel to ensure items and resources are well managed.

Responsibilities:

- Fuel uplifting and inventory management - ensuring a steady supply of fuel and maintaining accurate records of inventory levels.
- Developing and implementing fuel conservation strategies - identifying areas where fuel usage can be reduced and implementing strategies to achieve this goal.
- Maintaining relationships with fuel uplift vendors - negotiating prices and contracts with them and establishing effective communication channels.
- Overseeing fuel delivery and distribution - ensuring timely and efficient delivery of fuel to various locations and managing fuel distribution logistics.
- Managing fuel-related budgets and expenses - developing and managing budgets for fuel expenses and ensuring that expenses are within approved limits.
- Ensuring compliance with safety and environmental regulations - staying up-to-date with safety and environmental regulations related to fuel management and ensuring that all operations comply with them.
- Managing a team of fuel and supply staffs - recruiting, training, and supervising a team responsible for fuel management operations
- Planning and managing logistics, stored resources (fuel), transportation and customer services.
- Directing, optimizing, monitoring and coordinating fuel order and distribution cycle with a clear report.



Requirements:

- A Fuel / Logistics manager should have a Bachelor's degree in a relevant field such as mechanical engineering, chemical engineering, or business administration.
- The candidate should have at least 3-5 years of experience in fuel management or a related field.
- Excellent analytical and problem-solving skills are required to identify fuel consumption patterns and optimize fuel usage.
- Strong communication and interpersonal skills are necessary to interact with vendors, suppliers, and internal stakeholders.
- The candidate should possess knowledge of industry regulations, safety guidelines, and environmental standards related to fuel management.
- Proficiency in using fuel management software and tools is essential.
- The candidate should be able to manage and lead a team of fuel management professionals efficiently.
- Record of successful distribution and logistics management.
- Excellent analytical, problem solving and organizational skills.
- Ability to work independently and handle multiple projects.