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| Job Description |
| Job Profile |
| Job Title | Regional Logistics Coordinator (Multan) |
| Department | Southern Punjab |
| Job Location | Region Office, Multan |
| Job Type | Permanent |
| Job Summary |
| Regional Logistics Coordinator (Multan) is responsible for ensuring operational efficiency across the region through effective inventory management, fleet oversight, and logistical support. The position involves optimizing resource allocation, maintaining vehicle and equipment reliability, and providing essential support services, all while adhering to compliance and safety standards. |
| Profile Benchmarks |
| Minimum Qualification | Bachelors in Business Administrations |
| Experience Required | 3 – 5 years of experience |
| Knowledge and Skills | * Knowledge of principles and procedures for administration, supply chain, and logistics
* Communication Skills
* Problem-Solving Skills
* Impact < Operational Risk Management
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| Job Description |
| Job Responsibilities | **Fleet Management:*** Communicate the annual vehicle demand for the region to ensure the availability of adequate transportation resources.
* Manage the repair and maintenance of regional vehicles, ensuring timely servicing to maintain reliability.
* Maintain standards of repair and maintenance services provided by vendors to ensure high-quality service and longevity of the vehicle fleet.
* Oversee the disposal of regional vehicles to ensure responsible asset management and compliance with organizational policies.
* Enter fuel and expense data for regional vehicles into the MIS system, ensuring accurate financial reporting and processing of fuel bills.
* Optimize fuel consumption for the region, reducing operational costs and contributing to sustainable resource use.
* Manage school and regional vehicle taxation and ensure compliance with relevant laws and regulations, minimizing legal risks and maintaining operational continuity.
* Supervise regional drivers to ensure adherence to organizational policies and operational guidelines, maintain safety standards, and contribute to efficient vehicle usage.

**Inventory Management:*** Monitor, track, and manage inventory to ensure timely availability of supplies and avoid both shortages and overstocking.
* Handle the purchase and distribution of stationery, lab equipment, and other school materials to support smooth operations.
* Maintain and update school signage
* Ensure regular maintenance of office equipment to reduce downtime.
* Oversee the smooth functioning of office spaces by ensuring timely upkeep, logistical support, and coordination with facility teams to maintain a clean and efficient work environment.

**Logistics Management:*** Manage boarding and lodging arrangements for visitors in the region by selecting appropriate venues, making reservations, and coordinating transportation, ensuring a smooth and welcoming experience.
* Event management for regional luncheon and other big events in the region such as TOT etc.
* Provide day-to-day logistical support to the region, facilitating seamless operations and addressing immediate logistical needs.

**Communication & Coordination:*** Act as a single point of contact in the region for all communication and coordination with different stakeholders related to logistic, fleet and inventory management
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| Applications Deadline: | September 30, 2025 |
| Apply at: | <https://careers.tcf.org.pk/job/regional-logistics-coordinator-multan/>  |
| Expected Joining Date | ASAP |
| Website: | https://www.tcf.org.pk  |