

Logistics data clerk

The Department of Human Resources hereby informs its esteemed staff of an employment opportunity for the position of **Logistics Data Clerk**. All candidates who meet the qualifications outlined below are encouraged to apply.

Job Summary

The Logistics Data Clerk will be responsible for the accurate collection and daily updating of all information related to all logistics operations.

Key Competencies and Qualifications

- Demonstrated interest in clerical and administrative functions
- Strong numeracy and analytical skills
- Methodical and detail-oriented approach to work
- Excellent communication and organisational abilities
- Proven ability to work effectively within a team environment
- Proficiency in data interpretation and analysis
- Fluency in English or French
- Minimum 2 years' experience in data entry or administration role
- Bachelor's degree in business administration, accounting, IT, statistics or related field.
- Proficiency in Microsoft Office and general computer literacy

Responsibilities

- Ensure that the logistics tracking sheet is completed accurately and address specific interventions with stakeholders if there are deficiencies or gaps.
- Review the quality of data collected each day and implement corrective actions as necessary.
- Maintain the database by entering new and updated customer information.
- Resolve data deficiencies by following standard procedures or referring incomplete documents to the team leader for resolution.
- Identify areas for process improvement and optimisation of the ERP system to maximise its usage and efficiency.
- Safeguard the confidentiality of all operational and customer information.

Application Procedure

Interested candidates are requested to submit their application, including a cover letter, curriculum vitae (CV), copies of academic and professional certificates, and a copy of their National ID, via the following

link: <https://skolbrewery-careers.rw/index.php/jobs/logistics-data-clerk-2/>

Applications should be addressed to the Human Resources Department and must be received no later than 13th February 2026 at 5:00 pm.

Please note that only shortlisted candidates will be contacted.

Done at Kigali, on 30/01/2026

Human Resources Department.

