

JOB OPPORTUNITY

JUNIOR LOGISTICS ASSISTANT

MAPUTO, MOZAMBIQUE



UPF Group is hiring a Junior Logistics Assistant to help with administrative and practical logistics tasks, support colleagues, and contribute to daily operations.

About UPF

Founded in 2023, UPF Group is a dynamic and rapidly growing transportation company with a special focus on the African continent. Our team combines industry experience with a commitment to excellence, offering freight solutions across all transportation modes globally.

Job description

As the Junior Logistics Assistant, you will have a great variety of tasks such as, but not limited to:

Administrative & Office Support

- Assist with basic administrative tasks related to logistics and operations
- Support colleagues with document preparation, filing, and record keeping
- Assist with data entry and updates in company systems under supervision
- Handle the collection, delivery, and organisation of company documents

Operational & Practical Support

- Drive colleagues to and from meetings, ports, terminals, offices, or other work-related locations
- Collect and deliver documents to customers, suppliers, authorities, and partners
- Assist with simple operational tasks as required by the operations team
- Support day-to-day office and operational needs as they arise

Learning & Development

- Gain exposure to logistics and freight forwarding processes
- Learn basic operational and administrative procedures within the company
- Develop an understanding of the logistics industry through hands-on support work
- Progressively take on more responsibility in line with skills and performance

Candidate qualifications

- Strong interest in the logistics and transport industry
- Willingness to learn and grow within a professional working environment
- Valid driving licence and confidence driving for work-related purposes
- Reliable, punctual, and able to manage practical tasks independently
- Basic computer skills (e.g. E-mail, Word, Excel)
- Ability to communicate clearly and professionally
- Team-oriented attitude and readiness to support colleagues

What you can expect

- A young company with a focus on entrepreneurship and an agile organization chart.
- High level of self-determination and freedom to make decisions in your daily work.
- Long-term career plan.

If you are interested in applying for this position, please send your CV to careers@upf-group.dk

