



# JOB OPPORTUNITY

## OPERATIONS CONTROLLER

KIGALI, RWANDA

Are you looking for the next step in your career? Do you want to challenge yourself with some of the most demanding tasks within the project forwarding industry?

### About UPF

Founded in 2023, the UPF Group offers comprehensive global logistics services, specializing in Project Cargo across the African and European markets. We are committed to timely, cost-effective transportation solutions worldwide, emphasizing the personalized service reflected in our slogan, 'Logistics Made Personal'.

We currently operate 13 offices across ten countries and plan to open two more during 2026. With a growing team of 46 employees, we share a unified mindset focused on strong teamwork, exceptional quality, and outstanding personal service.

### Job description

As the Operations Controller, you will have a great variety of tasks such as, but not limited to:

- Monitor new Pre-Alert shipments to ensure all necessary documentation and compliance requirements
- Support sales team in quoting and pricing.
- Support in planning, coordinating, and executing operational strategies.
- Maintain accurate records, files, and documentation related to completed operations.
- Prepare timely reports, updates, and correspondence related to ongoing shipments and operations.
- Respond to customer, supplier inquiries in a timely and with close coordination with the Manager/Sales Head.
- Coordinate loading/unloading activities and ensure correct documentation is in place to avoid delays.
- Attending operations on site and in ports, where required.

### Candidate qualifications

- Diploma or above in Shipping, Port Management, Transport & Logistics, or any other related discipline
- Minimum of 2 years' experience in the shipping and/or logistics industry
- Excellent written and verbal communication skills in English
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, etc.)
- Strong teamwork and collaboration abilities

### 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.

If you are interested in applying for this position, please share your CV to [careers@UPF-Group.dk](mailto:careers@UPF-Group.dk).

