



## Logistics Coordinator

Excellent opportunity for a Logistics Controller to join our team on a full-time, permanent basis. Reporting to the Operations Director, you will work with a busy team to coordinate all aspects of logistics within the business. You will benefit from excellent personal and professional development within a growing company.

### **The Role:**

- Schedule deliveries of finished goods using a range of different methods (internal transport, external hauliers, customer transport etc.)
- Manage team for preparing loads and kits for dispatch, ensuring load is utilised and all goods are on required load.
- Work alongside production team to ensure delivery dates and customer expectations are met.
- Schedule internal logistics between different company locations/factories.
- Report on dispatch status for current and forecasted loads.
- Manage company vehicle fleet to ensure they are maintained to required standard. Keep accurate maintenance, service and vehicle records. Ensure compliance with any legal requirements in regards to driver hours etc.
- Ensure correct paperwork is issued with dispatch loads. Identify and complete any paperwork required for customs and maintain accurate records for reference.
- Develop and implement measures to improve the efficiency of the logistics services, managing and reducing costs by identifying most cost-effective solution.

### **The Person:**

- Exceptional interpersonal and communication skills, both verbal and written
- Strong attention to detail
- Excellent organisational skills with an ability to adapt and prioritise in a fast-paced, ever-changing environment
- Good problem-solving skills to overcome any hurdles that may arise
- Ability to work within a team and to collaborate with various key stakeholders

### **Essential Criteria:**

- Previous experience in a similar position is essential
- Excellent IT skills and proficient in the use of Microsoft Office packages (Outlook, Excel, Word)

**Desirable Criteria:**

The following criteria would be advantageous but not essential:

- Previous experience in Engineering sector
- Previous experience using MRP System (123 Insight)
- Previous experience operating a Forklift/Loading goods

Application Deadline: 03/12/2020