



## Logistics Co-ordinator – Job Description

(Job Code and Level: MPLLOG002)

### Definition:

Move materials, goods and products (including importing and exporting) to ensure that they are in the right place to meet customer demand.

### Overall Purpose of the Role:

Responsible for ensuring the right products are delivered to the right location on time and in the most cost effective way. Oversees the distribution and transportation of goods from the manufacturer to the consumer. Dependent on the size and structure of the organisation may oversee the whole process from beginning to end or may work in part of the chain.

### Key Responsibilities:

#### General and Task Management

- Plan and co-ordinate logistics operations liaising with customers, internal stakeholders, suppliers, logistics providers and transportation companies
- Manage and co-ordinate logistics including arranging transport, storage, delivery and arrange administration between suppliers and customers
- Produce logistics schedules and reports and communicate updates and any concerns to relevant parties
- Monitor quality, quantity, delivery times, and transport costs
- Implement all processes to agreed standards and targets and support continuous improvement initiatives and identify areas of improvement
- Update and report on delivery, inventory levels and dispatch requirements
- Make recommendations in relation to optimal transport modes, routes or frequency
- Track shipments
- Assist in the selection of carriers/suppliers and keep all appropriate documentation and service level agreements
- Monitor carrier performance and handle performance issues and concerns within capability
- Ensure carrier compliance with company policies or procedures for product transit or delivery

- Resolve problems concerning transportation, logistics systems, imports or exports or customer issues and refer to manager if and when required
- Ensure that inventory levels are maintained at appropriate levels and review ways to reduce stock levels and make cost savings
- Monitor stock movements
- Keep track of slow moving and obsolete stock
- Review opportunities for savings by removing waste or unnecessary steps in the logistics process
- Utilise and input to IT systems in place, developing new working methods when appropriate
- Ensure IT systems in place are maintained and accurate
- Maintain performance metrics and reports in order to provide meaningful logistics information and as a means of measuring and evaluating performance

### **Relationship Management**

- Develop and maintain strong relationships with all involved in the logistics process
- Act as contact point for the customer on all logistic and delivery matters and carry out any administration required
- Provide reports to customers outlining issues such as tracking, delivery times, costs etc.
- Ensure compliance with import/export regulations/customs regulations and legal and health and safety requirements
- Monitor customer packaging to ensure quality of goods during transportation
- Monitor accuracy of labelling process to ensure correct parts/finished assemblies reach correct customers at the correct time
- Assist with new business initiatives and projects and attend and contribute to review meetings

### **Self-Management**

- Adhere to any health, safety and environmental policies and procedures to ensure safety and wellbeing of self, other staff and visitors
- Assertive, resilient and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware, optimistic and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Self motivated and results orientated
- Flexible and works well under pressure

### **Skills and Attributes:**

- Strong communication skills with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills

- Commercial, financial and customer focus with a full understanding of how failure impacts costs, customer satisfaction and business reputation
- Analytical with problem solving and organisational skills
- Good planning skills with the ability to handle multiple projects through to completion and to manage competing priorities
- Project management skills
- Good team player
- Excellent attention to detail skills

### **Qualifications and Experience Levels:**

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Commitment to work towards professional accreditation with an industry related body
- Experience of working in logistics, supply chain or transportation function within the automotive or manufacturing environment with a good knowledge of logistics processes and procedures
- Good knowledge/accreditation of technical regulations related to logistics such as import/export, customs regulations, aviation security and shipment of dangerous goods
- Good degree of knowledge and understanding of a variety of manufacturing and automotive processes and components and of supply chain management
- Strong IT systems knowledge and skills including knowledge and understanding of specialist systems such as Enterprise Resource Planning (ERP), Bill of Material (BOM) and customer data systems
- Advanced Excel User
- Ability to analyse and manipulate data and provide meaningful information
- Knowledge of lean techniques may be advantageous

### **Example roles this job description may cover:**

- Logistics and Supply Chain Co-ordinator
- Transport Co-ordinator
- Supply Chain Co-ordinator