

Job Title: Logistics Co-ordinator

Reporting To: Logistics Team Leader

Job Purpose: To coordinate all aspects of logistics to ensure spare parts and machines are delivered to meet the business needs and to the latest Customs regulations.

Principal Responsibilities:

1. To coordinate all aspects of Logistics whilst complying to all Customs regulations
2. To identify potential areas and levels of risk to Inca's business around Import / Export regulations
3. Import Clearances
4. Machine and Freight Quotations
5. To arrange all aspects of Spares, Freight and Machine shipments and export documentation in a timely manner in line with customer requirements
6. To identify areas to improve Inca's processes and activities including: LCL (low container loads), FCL, (full container loads), DG (dangerous goods shipment by air, road and sea) and International freight.
7. Update and maintain Logistics procedures and be fully conversant with all role related matters such as HT codes, packing regulations and country specific export requirements.
8. Act as cover for all Spares order entry processes on behalf of Logistics Manager and assist with the day to day pick & pack to customer requirements.
9. Act as Logistics representative for all internal MSS meets and provide updates on current on-going machine shipment status

Contact with Others:

1. External contacts – Freight agents, Courier account reps, Insurance brokers, Customs Departments
2. CS Team members / Installations
3. Commercial Team members
4. Operations Team Members
5. R&D Team members

Knowledge and Experience:

1. CILT level 3 or equivalent
2. Import / Export training
3. Experience in shipping dangerous goods by road and / or air would be beneficial
4. IT skills, especially Excel
5. Experience in moving large machinery by road, air and sea
6. Fork Lift Licence preferred although training to be provided

Competencies:

1. Deciding and initiating action	5. Planning and Organising
2. Working with people	6. Delivering results and meeting customer expectations
3. Relating and Networking	7. Adapting and responding to change
4. Applying Expertise and Technology	8. Coping with Pressure and Setbacks