JOB SPECIFICATION - BRAZIL

JOB TITLE:	**Import/Logistics Clerk**
LOCATION:	Distrito Industrial Fazenda Botafogo, Coelho Neto, RJ, Brazil
RESPONSIBLE TO:	Rob Pickett – General Manager
RESPONSIBLE FOR:	N/A
SALARY:	To be discussed, dependent on experience

1. MAIN PURPOSE OF JOB

- To provide an effective and extremely well organised management of all issues relating to importing of raw material and other supplies.

2. ESSENTIAL DUTIES & RESPONSIBILITIES

2.1 Generic Duties (relevant to all staff members)

- To promote a professional image of the company and themselves at all times
- To contribute in identifying and undertaking initiatives aimed at improving the efficiency and effectiveness of service delivery
- To contribute to fully integrated and flexible operations in order to provide a good customer service
- To maintain, develop and use appropriate electronic systems \ working practices for the benefit of the business
- To work with and support other team members as required, ensuring an effective and efficient service is developed and delivered
- To provide management information as required for the use of the company
- You will be expected to contribute to the Health & Safety procedures of the company
- To understand and be committed to equalities and diversity and to respect others' values and beliefs and treats others with dignity and respect
- To understand and be committed to supporting the company's Strategic Focus Areas
- You will be expected to seek ways of updating and improving personal skills, knowledge and understanding relevant to your own job role. Magma will undertake regular appraisal interviews with all staff in order to address individuals' personal development needs and to produce a training and development plan for the company

2.2 Specific Duties (as required for the post)

- Place orders for raw materials and other relevant supplies
- Liaise with suppliers for all documentary requirements
- Liaise and manage paperwork for all import documents with broker and/or trading company
- File all information in effective and seamless fashion both electronically and in paper form
- Forensic attention to detail
- Ability to understand and implement training which will occur on-site and off-site
- Assist in other areas of the business as required

3. REQUIRED SKILLS (essential and desirable required)

- Good English and Portuguese language skills – essential
- Good IT skills – essential
- Excellent Management of Information ability – essential
- Knowledge of transportation and logistics in Brazil – desirable
- Knowledge of import and transport procedures and documentary requirements - desirable

4. PHYSICAL\SENSORY\SPECIAL CONDITIONS

- N/A

5. APPLICATION PROCEDURE:

- Please visit our website: http://magmaceramics.com/about-magma/recruitment to apply.