

Logistics Specialist Job Description

Decora

Blind Systems

Purchasing & Logistics

Issue Number 1

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Job Title: Logistics Specialist

Job Family: Purchasing & Logistics

Reports to: Procurement Manager

Main function: Responsible for the day to day management of the logistics function, ensuring cost effectiveness and timely management of carriage, using approved vendors for Imports and Exports.

Role responsibilities:

- Organising all shipments in line with company requirements;
- Ensuring the integrity of import / export documentation such as Bills of lading, GSP certificates Commercial invoices and packing lists;
- Timely preparation of import documentation and authorization for HMRC for all air and sea shipments globally;
- Preparing and maintaining a delivery schedule and communicating to all relevant departments;
- Deliver against departmental KPIs;
- Verification of all freight invoices;
- Maintenance of system data requirements and ensuring integrity at all times;
- Maintenance of records;
- Working closely with Purchasing:
 - Continual review of shipping dates and reporting exceptions;
 - To review the 'value' offered by existing suppliers, ensuring purchasing remains globally competitive;
 - Assisting with the re-negotiating of terms of business/service level agreements and performance evaluation and taking corrective action as required;
 - Any other reasonable duties which may be required by management from time to time.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

Personnel Specification

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Factor	Essential Criteria	Desirable Criteria
Education and Experience	<p>A Level standard with a minimum of 5 GCSEs Grade C passes, to include English & Math's or equivalent;</p> <p>Minimum of 3 years experience of logistics management within an MRP environment;</p> <p>Excellent understanding of efficient materials flow and best practice;</p> <p>Extensive experience in dealing with global suppliers;</p> <p>Strong track record of negotiating logistics terms;</p> <p>High level of computer literacy, to include MS PowerPoint, Word, Excel and Outlook.</p>	<p>Member of CIPS or equivalent logistics qualification.</p>
Special Aptitudes	<p>Ability to work under pressure and to tight schedules;</p> <p>Strong organisational and administration skills.</p>	
Disposition	<p>Confident and assertive;</p> <p>Professional attitude and demeanour;</p> <p>Adaptable / Flexible approach to work.</p>	