

JOB DESCRIPTION – STORES & LOGISTICS COORDINATOR

Revision: 1.2 | 31st January 2024



Reporting Line

The Stores & Logistics Coordinator will report directly to the Operations Manager.

Location

Impact Subsea Ltd, Aberdeen Energy Park. There may be a requirement to visit suppliers, customers, conferences, exhibitions and other work locations.

Role

To coordinate incoming and outgoing shipments, kitting of build kits and general stores administration.

Key Responsibilities

The Stores & Logistics Coordinator will be required to:-

- Work closely with the Operations team to plan order dispatches.
- Organise imports and exports in line with company requirements.
- Manage all aspects of Goods In & Out which includes physically booking equipment in and out. Packing equipment and readying pallets for dispatch.
- Prepare all required documentation related to shipping such as Commercial Invoice, Delivery Notes etc.
- Ensure deadlines are met for dispatching orders.
- Act as Point-of-Contact for all freight forwarders/couriers.
- Comply with management system procedures, including health, safety and environmental requirements within the company.
- Convey a professional image of the company at all times.
- Carry out any other tasks within the competence of the role and jobholder.

Key Outcomes

- To ensure smooth operation of imports and exports.
- Goods in/out processes run efficiently.
- To assist in the day-to-day business operations.

Limits of Authority

Full responsibility for all operational activities within the philosophies and constraints laid out in the job description.

The company reserves the right to change activities listed, taking into account the job holder's qualifications and experience to enable the business needs to be met.

Qualifications & Experience

Essential:

- Degree qualification or equivalent experience in relevant discipline.
- Prior experience within a logistic function of an international business.
- Authorised to work within the United Kingdom.

Preferable:

- Knowledge in HMRC regulations on importing and exporting.

Personal Attributes & Knowledge

Essential:

- A proactive approach to dealing with challenges.
- Strong communication skills – written and verbal.
- Ability to manage and prioritise tasks.
- Strong skills with Microsoft Office.