

JOB DESCRIPTION

JOB TITLE: Logistics Administrator
REPORTING TO: Logistics Manager
WORKING HOURS:

DUTIES AND RESPONSIBILITIES

Working alongside the Logistics Manager supporting daily UK and International quote requests. Gathering relevant information to enable successful shipping of International projects. Advising the best routes and carriers for UK and European shipments.

Main role and responsibilities to include;

- Liaising with Freight Forwarders to ensure we have the correct information for international shipping
- Liaising best routes and pricing with local courier companies
- Supporting the Operations Team with scheduling of large projects
- Raising of commercial invoices
- Supporting with Asset Management when required

Skills required

- Good communication skills, written and spoken.
- Work under own initiative
- Good attendance and punctuality
- Confident telephone manner
- Organised and methodical to be able to prioritise a busy schedule
- Intermediate / Advanced Excel & Word capabilities
- Experience and knowledge in a previous Logistics or Freight position
- Strong admin skills and email etiquette
- Good attention to detail