

Department: Global Logistics

Job role overview: The Global Logistics Coordinator will be responsible for managing the relationships with Logistics providers responsible for Motorcycle and Aftersales distribution by road. With responsibility for ensuring performance and commercial KPI's are achieved.

In addition to road freight, the role will also have involvement in coordination and management for sea freight, airfreight and courier providers. The role requires an ability to identify, support and implement projects to conclusion to agreed objectives and timescales.

The role is an ideal opportunity for someone looking to start or develop their career in a Logistics management role

Report to: Freight and Customer Service Manager

Location: Hinckley, Leicestershire

Duties and Responsibilities:

The list below refers to the most common activities that the Global Logistics Coordinator will manage. There will be occasions when other activities and responsibilities will be allocated where considered necessary.

Provider Management:

- Creating a positive working relationship with Logistics providers and internal stakeholders ensuring open and clear lines of communication.
- Owning the commercial relationship with suppliers and ensuring competitive rates and services via benchmarking and negotiation.
- Supporting the achievement of performance and commercial KPI's. Using data and initiative to challenge where necessary.
- Driving continuous improvement based on data analysis, operational experience and best practice.
- Defining, agreeing and documenting required processes and standards.
- Challenging existing processes to ensure continuous improvement and the best use of technologies.
- Leading meetings, ensuring that clear minutes highlighting actions, responsibilities and deadlines are recorded.
- Supporting day to day activities with prompt resolution to highlighted issues ensuring full root cause analysis.

Project Management:

- Supporting the delivery of opportunities and translating ideas into a project plan to deliver benefit.
- Managing and driving projects to conclusion to agreed timescales and objectives.
- Supporting wider Global Logistics projects where required.
- Making decisions based on sound operational and commercial reasoning.

General:

- Ensuring company's rules and procedures are followed at all times.
- Ensuring all work is safely carried out at all times and complying with applicable SHE legal and other requirements.

- Working in a professional and ethical manner at all times.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	Degree level qualification in business/economics/logistics or related area
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word, Access, and Outlook.	<p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Previous experience of working within the logistics sector</p> <p>Previous work with forecasting/forecast pro</p>
Personality and Motivation	Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible on working hours.	