

Job Description: Global Logistics Placement Student



Department: Global Logistics

Job role overview:

Please note that this role is only open to university students who are looking to undertake a year out in industry as part of their degree course for the academic year 2026-2027.

Report to: Logistics Manager – Operations & Inventory

Location: F2

Duties and Responsibilities:

Provider Management:

1. Creating a positive working relationship with third party logistics companies (3PLCs), ensuring open and clear lines of communication.
2. Supporting the achievement of performance and commercial KPIs. Using data and initiative to challenge where necessary.
3. Driving continuous improvement based on data analysis, operational experience and best practice.
4. Defining, agreeing and documenting required processes and standards.
5. Leading meetings, ensuring clear minutes highlighting actions; responsibilities; deadlines are recorded.
6. Supporting day to day activities with prompt resolution to highlighted issues ensuring full root cause analysis.
7. Working closely with and supporting the freight team to gain operational understanding.
8. Ensuring regular meetings with 3PLC's are carried out.

Project Management:

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

General

1. Ensuring company's rules and procedures are followed at all times.
2. Ensuring all work is safely carried out at all times and complying with applicable SHE legal and other requirements.
3. Working in a professional and ethical manner at all times.
4. Completing the processes defined for the Placement Student in the Logistics tab on the Department Processes Log.

Person Specification: Global Logistics Placement Student



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C / grade 5 or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous work experience, either part time or full time.
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	Well presented.	
Circumstances	Must be a current undergraduate University student, eligible to undertake a temporary industrial placement for 12 months as part of their degree course.	