

**Job Description: Racing Logistics and Administration
Coordinator**



Department: Racing

Job role overview: Logistic and administrative support for the Triumph Racing Department.

Report to: Racing Operations Manager

Location: Triumph Factory 2, Hinckley, LE10 3BZ.

Duties and Responsibilities:

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

Logistics, for example;

- Raise and progress internal orders to support racing operations, for example; Triumph motorcycles, Triumph parts, prototype parts, stores transfers
- Raise and progress external orders to company procedures, for example; prototype and pre-production parts, aftermarket parts, bike and parts shipment
- Arranging paperwork for stores transfers and shipping of bikes, to worldwide locations to support race teams, testing and PR Activities
- Completion of appropriate customs paperwork to allow parts and bikes to be shipped worldwide without delay
- Tracking of shipments so delays are actioned quickly.
- Creating a positive working relationship with Third-Party Logistics responsible for Racing freight (Road and Air) and internal logistics department, ensuring open and clear lines of communication.
- Supporting the achievement of performance and commercial KPI's for Racing freight (Road and Air). 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.
- 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.
- Working closely with and supporting the freight team to gain operational understanding.
- Creating and maintaining race parts consumption forecast.
- Managing and reporting race part supply progress.

Racing Department Administration, for example:

- Spend logging and tracking incoming and outgoing.
- Assisting with the preparation of yearly budgets.
- Assist with travel arrangements (local and overseas).
- Management of the bike fleet, including but not limited to, maintaining a centralised record of race fleet details, registration, and insurance documents (where applicable), and end of life bike management.
- Raise and progress Purchase Requisitions, and the processing of supplier invoices
- Coordination of Health and Safety records, for example periodic DSE Assessments, assisting with audits and inspection records, record keeping, collation of information from accident and near miss records, risk assessments, progressing insurance claims, training requirements, checking and maintaining contents of first aid kits, and confirmation of insurance for test events
- General administration including credit card statements and claims, visitor booking, staff purchase orders, temporary staff timesheets and holiday requests
- Yearly creation of racing calendar (events and pre-season testing), and integration with product development and launch calendars
- Sharing of race report information.
- Working with teams supporting ad-hoc and season orders of parts.
- Process orders from teams for bikes and parts. From receipt of order to hand over of parts.
- Perform stock takes at race team facilities.

General:

- Ensuring company's rules and procedures are followed, but challenging where BAU procedures do not work for the companies racing aspirations.
- 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.
- Additional administrative tasks as required by your manager.

**Person Specification: Racing Logistics and
Administration Coordinator**



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	HNC/HND (or equivalent) or degree qualified would be an advantage.
Professional Experience and Skills	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Knowledge of advanced Excel functionality.</p> <p>You will have excellent attention to detail with the ability to work on your own initiative as well as being highly organised and able to work well within a team environment.</p>	<p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Previous experience of working within a racing environment.</p> <p>Experience of working within a multinational company.</p> <p>Knowledge of MS Visio, Access or Jira.</p> <p>Some knowledge of modern motorcycles.</p>
Personality and Motivation	<p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work under pressure, with tight deadlines.</p> <p>Excellent communication skills, clear and concise written and verbal skills.</p>	Understand result-based environment.
Appearance and Characteristics	Well presented.	
Circumstances	Able to be flexible on working hours.	

