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| Job Title: **Logistics Manager**  Reporting To:**Operations Director & Managing Director**  Job Purpose: **To oversee the management of the logistics operations ensuring**  **the optimisation of throughput and efficiency and ensuring customer expectations are**  **met on time and in full.** |
| **Main Responsibilities:**   * Plan distribution activities in accordance with customer delivery requirements. Review service level performance on an ongoing basis and communicate regularly with the Operations Director and Managing Director in this regard. * Control distribution, warehousing and associated costs to budgeted limits. * Negotiate and monitor rates and performance with logistics companies to ensure competitiveness. * Ensure effective stock management by ensuring stock rotation and carrying out stock takes and reconciliation in all warehouses including those of 3rd party distribution companies. * Liase with internal sales and accounts departments to ensure efficient processing of sales orders. * Implement best working practices and operational methods in order to maintain competitiveness. Develop and implement improvements in distribution methods. * Monitor service levels and report as required by individual customers. * Provide “hands-on” assistance with shop floor production on an as needed basis. * Ensure effective shop floor housekeeping of warehouse and company vehicles in accordance with legislative Health and Safety requirements. * Assume responsibility for the day to day management of warehousing/ delivery staff, including recruitment, training, appraisal, grievance, and disciplinary activity. Instill a proactive, team oriented culture ensuring positive employee relations. * Liase with relevant authorities to ensure the correct certification of exports. * Report regularly to the Operations Director and Managing Director on all aspects of logistics. |

**PERSON SPECIFICATION**

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| **Job Title: Logistics Manager**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge |  | * HND/Degree level qualification in Transport/Logistics | | Relevant Experience | * Minimum 2 years experience in Logistics/ Supply chain | * Experience in managing a team | | Skills & Competencies | * Good organisation and problem solving skills * Exellent Communication Skills * Computer literate * Dependable and reliable * Ability to work on own initative | * Good negotiation skills | | Circumstances | * Able to work flexible hours as required |  |   **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**  **John A. Mackle**  **Managing Director**  **Date of next review: 3 years from date of approval** |