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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.
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 **PERSON SPECIFICATION**

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| **Job Title: Logistics Manager**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge |  | * HND/Degree level qualification in Transport/Logistics
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| Relevant Experience | * Minimum 2 years experience in Logistics/ Supply chain
 | * Experience in managing a team
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| 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
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| Circumstances | * Able to work flexible hours as required
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**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_****John A. Mackle****Managing Director****Date of next review: 3 years from date of approval** |