

# Logistics Specialist

## Role Overview

Reporting to the Manufacturing and Logistics manager, the Logistics Specialist works in shipping and receiving and supports the Operations Department in all aspects of supply chain. He / she will co-ordinate all stakeholders & processes to ensure customer orders are captured, processed, and delivered on time.

## Main Duties:

- **Warehouse management:**
  - Perform quality check on incoming items
  - Check stock against delivery notes, sales and purchase orders and invoices
  - Manage stock control, alerting Manufacturing & Logistics manager when minimum quantity reached
  - Manage stock of consumables, ordering and storage
  - Keep ERP up to date
  - Use our systems and tools to produce stock reports
  - Full inventory check twice a year
  - Keep warehouse tidy (storage of incoming goods, identification of all items, etc.)
- **Freight management:**
  - Prepare outgoing shipments
  - Organise shipments from suppliers
  - Transport companies' management:
    - work with account managers to resolve any issues (keep actions list up to date + weekly call if needed)
    - Negotiate rates
  - Keep track of transports
  - Be on top of procedures to ship to key countries efficiently:
    - SAD's declaration
    - Duties and taxes
    - Keep tariff codes up to date
    - Ensure required paperwork for import/export in place, specifically with preferred shipping companies
- **Orders management:**
  - Capture of orders
  - Processing of all captured orders
  - Alert all relevant parties of shipments and keep updated
  - Tracking of orders until delivered to customer
  - Delivery on time

**Additional Duties:**

- Ad hoc duties, including assisting technical department
- Assist the Manufacturing & Logistics department on driving continuous improvement

**Role particulars:**

- Permanent, salaried, 9-5.30 but nature of the job may require flexibility around hours
- Based in Clonskeagh/Dundrum

**Experience:**

- Minimum of 2 years' experience in a similar role (freight management, distribution, logistics, warehouse management, inventory, planning, supply chain) in a dynamic environment
- Experience with inventory management software
- ERP systems experience an advantage
- Strong IT skills, especially Excel
  
- Excellent attention to detail
- Ability to use own initiative and be pro-active.
- Knowledge of import/export procedures (incoterms etc.).
  
- Must be able to work in a fast-paced environment with a strong ability to use initiative
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job
  
- Full clean driving license is a must. Own car