

Secure IT Disposals Ltd
Job Description

Title: Logistics Coordinator	Reporting to: Operations Manager	Department: Operations
-------------------------------------	---	-------------------------------

Located At: Secure House, 53 Kettles Wood Drive, Woodgate Business Park
Birmingham, B32 3DB

Job purpose:

Organise the daily running of the logistic and collection department.

Ensure all logistics related issues are dealt with in a timely, organised and secure manner.

Job Activities

Daily work activities to include:

- Implementing company policy on logistics and collection
- Ensuring vehicle maintenance is carried out within Company and statutory requirements
- Organising drivers and mates, agreeing route plans and start times
- Unloading and collection procedures
- Ensuring that current standards of health and safety are met and exceeded
- Driver regulations
- Security of collections
- Keeping accurate records – electronic and manual
- Ensuring all VOSA records are accurate
- Where required arranging external couriers ensuring best prices are obtained

Supervision Received

- Works under the supervision of the Operation Manager, but at times is expected to work unsupervised.

Knowledge/Skills/Experience

- Experience in supply chain and customer care within distribution and collection environments
- Ability to lead a team
- Knowledge of relevant transport law (as required)
- Strong working knowledge of Excel, Word
- Strong communication and organisational skills
- Excellent analytical and problem solving skills
- Able to work under pressure, proactively and autonomously
- Dynamic, friendly, with a positive attitude and excellent interpersonal skills.
- Excellent attention to detail, communicates well verbally and in writing.
- Prepared to work overtime as and when required – paid at time and half

Contacts:

- Daily contact with other members of staff.
- Suppliers
- Customers
- Other organisation related to the running of the business

Education:

- A good standard of general education required with numeracy and literacy skills.

Miscellaneous:

- The post holder could be called upon to assist with other duties in the division that relate to their work and experience.
- Working Hours Monday to Friday 8.00am – 5.00pm
- Role is subject to Security Clearance