

## **Job Description**

### **JOB VACANCY REF NUMBER:**

2022-05 (15<sup>th</sup> June 2022)

### **JOB TITLE:**

Logistics Coordinator

### **PURPOSE OF THE JOB:**

"We are looking for a Logistics Coordinator to hold an essential role in helping APT get their product into the consumers' hands in a timely manner. Their responsibilities include overseeing all aspects of a company's supply chain, from preparation to transportation to delivery.

To be a successful logistics coordinator, you need to be the best at organizing and providing efficient transportation and storage solutions for the entire lifecycle of our products, from the acquisition of raw materials to final product distribution. You should be able to ensure efficient and cost-effective supply chain operations and promptly resolve distribution issues using strong negotiation skills"

### **DUTIES & RESPONSIBILITIES:**

- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Liaising and negotiating with suppliers and retailers.
- Answering customer queries

### **CANDIDATE:**

- High school diploma/GED required.
- Degree in business administration, logistics or related field preferred.
- 2+ years of experience in logistics management required.
- Working knowledge of legal regulations and ISO requirements.

### **REPORTING TO:**

Supply Chain Manager APT

### **WORKING HOURS:**

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- Full-time - 5 working days
- 7.00 am to 4:30 pm Sunday to Thursday
- Additional hours may be requested based on business demands

**PROBATION:**

6 Months

## **Person Specification**

### **KNOWLEDGE:**

- Experience in a highly structured manufacturing industry
- Negotiation abilities
- Customer service-oriented

### **Desirable:**

- Time Management
- Working to Targets
- Management skills
- Good Organization Skills

### **WORK SKILLS**

#### **Essential:**

- Excellent problem-solving skills
- Microsoft Office package skills (Excel, PowerPoint, Word, Project)
- Demonstrate strong interpersonal, communication, and presentation skills
- Strong analytical and problem-solving skills and meticulous
- Possess good project background and technical writing ability and skills.
- Mature, proactive, resourceful, and hands-on with good initiative.
- Independent worker who can work well with minimal supervision.
- Fast worker with the ability to work well under stress

### **GENERAL SKILLS/ ATTRIBUTES:**

#### **Essential:**

- Outstanding organizational and coordination abilities
- Excellent communication and interpersonal skills
- Keen on working in a fast-paced environment

### **Desirable:**

- Extruded Aluminium industry background

### **EXPERIENCE**

#### **Essential:**

- Minimum 3 years working in a fast-paced automotive manufacturing environment

### **Desirable:**

- ISM Certified Professional in Supplier Diversity (CPSD)

### **EDUCATION:**

#### **Essential:**

- High school diploma/GED required.

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**Desirable:**

- Sc/BA in business administration

**QUALIFICATIONS**

**Essential:**

- Proficiency in Microsoft Office, particularly with Excel.

**Salary:**

- Competitive package based on experience