

JOB DESCRIPTION

POSITION TITLE:	LOGISTICS MANAGER	LOCATION:	WATFORD
DEPARTMENT:	SALES	WORKING HOURS:	9:00am – 6:00pm
SALARY:	BASED ON EXPERIENCE	REPORTS TO:	

PURPOSE OF THE ROLE

The Logistics Manager will manage and oversee distribution and return of all broadcast equipment across the group from UK, USA, and worldwide. The Logistics Manager will liaise with the warehouse and sales team to ensure distribution of broadcast equipment is delivered to the client in a timely manner while adhering to shipping methods and complying with rules and regulations for each country.

DUTIES AND KEY ACCOUNTABILITIES

- Organising all carnets, commercial invoices and shipping requirements within the group, including shipments from the UK to EU, US and RoW as well as shipments from our overseas offices to UK and elsewhere.
- Assisting in obtaining visa's and other documents for irregular transferring of staff to overseas offices.
- Maintaining all customs paperwork and relevant safety records
- Verifying and meeting established deadlines through management, product fulfilment, shipping and transportation cycles
- Managing, testing and building relationships with transportation providers, reviewing costs and transportation rates and researching shipping options
- Developing and analysing budgets and providing reports to management
- Ensuring that shipping methods are complying with rules, regulations and laws
- Resolving all complaints and issues regarding the freight supply chain

- Machine and broadcast equipment clearances inc heavy machine lifting
- Media library logistics – i.e. largescale tape migrations – experience in the relocation of large scale media libraries where inventories and databases are key or even librarian experience would be useful
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SKILLS REQUIRED

- Expert in using computers, other technology and logistics software
- The ability to be forward-thinking and make projections, project manage and implement strategic planning
- Excellent people, communication and negotiation skills
- A clear understanding of the industry processes and knowledge of how to handle common obstructions with clear solutions
- Ability to manage staff resources to meet changing needs
- Good negotiation skills
- Excellent problem-solving and organisational skills
- Outstanding verbal and written communication skills
- In-depth understanding of all freight and carnet processes
- Ability to work well with others
- Excellent attention to detail
- Minimum 3-5 years experience in a similar role essential

GENERAL REQUIREMENTS

- To comply with the company's disciplinary and grievance procedure as required
- To comply with the company's policies and procedures at all times
- The post holder will be required to undertake such other duties as may be required within the grade and competence of the post. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive
- Duties are set out in this job description but please note that, in consultation with the post holder, the company reserves the right to update the job description from time to time to reflect changes in or to the role. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description