



Logistics Coordinator

The Logistics Coordinator plays a role in coordinating and overseeing the logistics operations of David Ritchie's. Responsible for ensuring smooth and efficient transportation of goods from the company's location to international customers.

The Role

The role requires strong organisational skills, attention to detail, and knowledge of international shipping and customs regulations. The Logistics Coordinator will work closely with various internal departments, such as sales, purchasing, and production as well as external stakeholders, including freight forwarders, customs brokers, and carriers.

Responsibilities include:

- Coordinate and manage all aspects of logistics, including scheduling, documentation, and customs compliance.
- Prepare shipping documents, such as commercial invoices, packing lists, and bills of lading, ensuring accuracy and compliance with international trade regulations.
- Collaborate with internal departments to ensure timely and accurate preparation of both UK and export orders, including picking, packing, and labelling of goods.
- Coordinate with freight forwarders to arrange transportation of goods, negotiate rates, and ensure on-time delivery.
- Monitor and track shipments, providing regular updates to internal stakeholders and customers, ensuring timely and accurate delivery.
- Work closely with customs brokers to ensure compliance with customs regulations, including the preparation and submission of required documentation.
- Maintain and update shipping records, tracking systems, and databases to ensure accurate and accessible information.
- Resolve any shipping-related issues, such as delays, damages, or discrepancies, by coordinating with relevant parties and implementing corrective actions.
- Stay updated on international trade regulations, customs procedures, and shipping trends to ensure compliance and recommend process improvements.
- Collaborate with internal teams to optimise logistics processes and identify cost-saving opportunities.



Quality



Innovation



Integrity



Performance





Logistics Coordinator

Job Requirements

- Strong organisational and multitasking skills, with the ability to prioritise and manage multiple projects and deadlines at the same time.
- Attention to detail and accuracy in preparing shipping documents and ensuring compliance with international trade regulations.
- Excellent communication and interpersonal skills to work effectively with internal teams, external partners, and customers.
- Proficient in using shipping software and systems to track shipments, generate reports, and maintain accurate records.
- Knowledge of international shipping regulations, customs procedures, and freight forwarding processes.
- Problem-solving and decision-making skills to address shipping issues and implement appropriate solutions.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability in a fast-paced and dynamic environment.
- Strong analytical skills to analyse shipping data, identify trends, and provide insights for process improvements.

Role Qualifications

- Proven experience working in logistics or a similar role
- Familiarity with international trade regulations, customs procedures, and shipping documentation requirements.
- Proficiency in using shipping software, such as ERP systems, TMS, or WMS.
- Strong computer skills, including proficiency in Microsoft Office Suite.
- Knowledge of Incoterms and import/export compliance regulations is desirable.
- Certification or training in logistics, supply chain management, or related areas would be an advantage.
- Fluency in written and spoken English.
- Strong problem-solving and critical-thinking skills.

We invite candidates to apply for this opportunity and become an integral part of our team. Please submit your CV to recruitment@ritchie-uk.com.



Quality



Innovation



Integrity



Performance

