

Role: Logistics Manager

Reports into: Head of Finance and Directors

Location: Pembroke Dock, SA72

Salary: starting at £30,000

Genpower Ltd is the exclusive distributor for Hyundai Power Products for the UK and Ireland. Due to expansion, a new opportunity has arisen for a Logistics Manager to join our team. As Logistics Manager you will manage all container imports, couriers, pallet networks and full loads of outbound goods.

The successful applicant will have thorough knowledge of supply chain management and an understanding of warehouse procedures including storing goods, dispatching orders and tracking transportation vehicles. You should also be familiar with safety procedures and legal requirements.

As Logistics Manager you will hold a current CPC license (national essential, international highly desired) and will have experience of working in a logistics based role or transport planning office.

Ultimately, you will ensure that all shipments are handled quickly, safely and within budget.

Main duties:

- Planning and supervising the shipments from production to the end-user.
- Keeping invoices and PODs up to date, ensuring clients are regularly informed.
- Liaising with foreign suppliers with regards to container orders and shipment.
- Ensuring all paperwork is completed in a timely and orderly manner.
- Maintaining accurate records and filing systems i.e. proof of shipments, payment records etc.
- Overseeing carrier management system and ensuring tracking of containers.
- Liaising with third party shipping and haulage companies as containers arrive at port.
- Liaising with HMRC with regards to VAT and duty.
- Ensuring timely dispatch of shipments from port to our main hub.
- Resource planning to ensure adequate staffing, efficient space utilisation, equipment and time in accordance with company policies.
- Coordinating payments to foreign suppliers on a timely basis.
- Enforcing operational procedures to enhance logistical efficiency on site.
- Managing the flow of goods on and off site, responsible for assuring stock control, conducting appropriate investigation to safeguard asset, and secure a more efficient process of work.
- Liaising with clients, suppliers and transport companies to understand logistical restriction or requirements, working in partnership; deliver solutions to enhance the quality of service provided, receive feedback to allow continual review for improvements.
- Negotiating terms of business with haulage and shipping companies.
- Responsibility for company fleet vehicles, ensuring all records are maintained, servicing completed and daily checks complete.
- Driver management.
- Tachograph analysis and reporting.
- Maintenance planning and record keeping.
- Vehicle/load scheduling.
- Using on site experience, identifying areas for improvement, recommending and implementing solutions to enhance operational capacity and quality of service.

- Working with our carriers to reduce cost and improve service levels.
- Exploring market to ensure best possible balance of service and costs are achieved.
- Any other duties that may be required from time to time to facilitate the smooth running of the business.

The ideal candidates will possess:

- Analytical & data-driven with strong digital acumen.
- Problem solver with strong systems thinking skills.
- Excellent interpersonal, communication and relationship building skills.

Education and Experience:

- 3-5 years of experience in the area of logistics, receipt or dispatch of materials.
- National CPC license (international highly desired).
- Excellent computer literacy.
- Broad experience within the following fields would be an advantage: consumer goods, customer development, importation (across seas), customer service, logistics and/or finance.

What is in it for you?

- Competitive salary.
- Perkbox
- Private health care plan.
- Dentist and optician cash back scheme.
- Increasing holiday allowance with service.
- Pension scheme.

To apply please submit CV and Cover Letter outlining your suitability.