



Job Title: Logistics Coordinator
Company: Gill Group

Company

The Gill Group is an ambitious, privately owned technology product group of company's based in Hampshire and has embarked on a growth plan, involving significant investment and continuous improvement. It has a reputation as a world leader in its field as a manufacturer of high quality sensors used by some of the most demanding customers in meteorology, agriculture, road and weather, motorsport, utilities, marine and defence across the globe.

The Gill Group is made up of four companies;

- Gill Research & Development is an engineering company committed to product innovation with a focus on developing proprietary measurement technologies to solve challenging market problems.
- Gill Instruments is focused on providing ultrasonic anemometer and weather station products to the meteorological and commercial weather measurement markets.
- Gill Sensors & Controls is a leading manufacturer of specialist level sensing, oil condition, position sensors and engine control products focused on the off-highway, process control, utilities, motorsport and defence markets.
- Labcal provides specialist calibration services, with over 20 years' experience providing UKAS accredited calibrations in a wide range of parameters

Position Summary

As Logistics Coordinator you will be responsible for administration of all imports and exports into and out of the company. You will be responsible for ensuring all associated documentation is processed efficiently and to work closely with the Sales Administration and despatch teams at all times. You will be commercially experienced in a similar role with ideally a minimum of 2 years' experience.

Roles & Responsibilities

- To be the main point of contact for all logistic enquiries
- To be responsible for all customs documentation and submissions thereof
- To ensure all imports and exports follow the correct procedure in accordance with the appropriate legal framework of that country
- Ensure compliance with HM Custom's requirements for reporting and identification of products being shipped/received.
- Tracking of all proof of deliveries
- To maintain and ensure full availability of all import and export documentation including proof of exports (SAD 88)
- Maintain record of all imports received under Inwards Processing Relief and make submissions to HMRC including Bill of Discharges.
- Liaising with Sales Admin and couriers throughout the shipping process
- To manage relationship with couriers & hauliers.
- Liaise with Sales Admin to ensure correct incoterms and commodity codes are being used
- Investigating and correcting shipping errors.
- Liaise with Import authority/carrier for clearance of incoming shipments.
- Ensure all items are shipped/collected promptly after being invoiced
- Process and monitor Cargo insurance claims

- Be involved in regular carrier reviews to optimise our delivery times and costs.
- To produce monthly logistics report with appropriate KPIs
- Take ownership of the shipping process and make improvements if required

Position requirements

- Ideally a minimum of 2 years' experience in a similar role
- Well organised and self-motivated
- Shows an attention to detail
- Excellent communicator
- Ability to collaborate with different areas of the business
- Can show effective change management
- Takes ownership and adopts a proactive response to problem solving
- Experience working in a remote environment

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their line manager or a Company Director.