



BRIGGS

Job Profile: Logistics Specialist

Organisational Setup	
- Location:	Briggs of Burton PLC
- Department:	Briggs of Burton – Ops Planning
- Reporting line:	Direct to Head of Operational Planning
Job Focus	
<ul style="list-style-type: none">• Support Briggs group with all elements of logistics• Contributing to a newly formed Procurement team focusing on materials movement ensuring value added delivery is achieved at a global level• Be the main point of contact for all matters relating to logistics for Briggs Group	
Main Tasks & Responsibilities	
<ul style="list-style-type: none">• Reporting into Head of Operational Planning• Strategically plan and co-ordinate vendors, freight forwarders and goods-in function at the 3pl warehouse.• Organise full order cycle, from organising the purchase order through to receipt in the warehouse• Liaise with suppliers, freight forwarders and warehouses.• Communication with Sales for stock arrivals and Finance team for accuracy of logistics costs• Track stock levels, sales forecasts, manufacturing times, delivery times and transport costs• Maintain stock receipt and shipping summary reports.• Take action when manufacturing or delivery times are not in-line with availability requirements• Research correct shipping documentation and commodity / duty codes.• Input purchase orders and goods-in onto the internal MRP system• Weekly stock reconciliation with third party warehouse inventory and resolving discrepancies arising from this• Resolve any arising shipment or goods-in queries or problems.• Coordination of inbound and outbound logistics with our 3PL partners• Assisting with customs clearance processes• Progressing orders through MRP Systems• Liaising with Sales as point of contact for tenders• Managing vendors and creating purchase orders relating to logistics• Forecasting inventory demands and analysing availability trends• Be the first point of contact for all logistics questions and queries	
Desired Knowledge & Experience	
Education: <ul style="list-style-type: none">• Degree qualified in related field• Language – English (any foreign language skills could be considered beneficial)	
Professional Experience: <ul style="list-style-type: none">• Minimum 5 years in industry related field• Strong logistics background• Proven experience in a fast paced, ever challenging manufacturing industry	
Technical Skills: <ul style="list-style-type: none">• Working knowledge of MRP systems• Ability to analyse data• Previous experience with SAP would be an advantage	
Required Competencies & Behaviour	
<ul style="list-style-type: none">• Result driven, confident, and dynamic personality• Experience in problem solving techniques• Self-motivated with ability to gel and proactively support existing and future teams	

- Communicate problems / issues
- Strong focus on quality, completeness, consistency, and accuracy
- Work to deadlines
- Attend training, as requested, to help fulfil your role
- High level of integrity, open mindedness and flexibility. Work as a team to increase efficiency and communication
- Attend, participate and as appropriate lead team meetings
- Excellent communication skills, sociability and social know-how
- Adhering to the Terms and Conditions of Employment and Company Rules
- Strong communication, analytical and influencing skills at all levels
- Professional, confident, and mature attitude

Remarks:

- Salary indication around £TBC pa + benefits
- The job description is issued as a guideline, it is not exhaustive. As such, due to the evolving nature and changing demands of the business the job description may be subject to change. You may also, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company.