



Job Title: Logistics Operations Coordinator
Location: London
Report to: Logistics Manager
Start date: ASAP

Role Introduction:

Based in the London office, the LOC will be the internal forwarder to the Longulf Group; in close collaboration with China and Germany offices, the LOC will be coordinating logistics activities with logistics providers, customers and suppliers.

Key activities:

- Receiving booking requests from the various desks or third party customers
- Record all shipping parameters into our in-house SAP system.
- Plan the shipments according to the commercial parameters given
- Place bookings with third party logistics providers (3PL)
- Receive and check booking confirmations
- Confirm bookings to customers
- Issue the shipping instructions to the 3PL
- Ensure BLs are compliant to requirements
- Track shipments until delivery and report bottlenecks
- Ensure all final shipping data is recorded in the system before file is closed
- Report any issues as they arise
- Compile insurance declarations
- Ensure timely and accurate invoicing

The LOC will be in charge of both operational and commercial management of the files to ensure efficient physical movement of goods from point of collection by Longulf to the agreed delivery place.

The logistics department is an independent costs centre and the LOC will be required to negotiate freight rates and to offer the logistics services to the other departments and to third party customers.

The LOC will place shipping bookings with the selected providers and ensure that the shipping documentation is issued in accordance with the requirements of the contract.

The LOC will monitor all shipments and keep a record of movements of cargo up to delivery to the agreed destination.



We operate a SAP contract package, with which the incumbent must become competent, and update records as required in fulfilment of contracts.

The LOC will work in close collaboration with the Logistics Manager who is to be the first point of reference for the LOC to approve deviations to contract and any changes to the brief.

Requirements:

- Minimum of 5 years experience with sea freight
- In-depth knowledge of shipping documentation and Incoterms
- Ability to set priorities
- Strong under pressure
- Strong commercial acumen
- Advanced Excel knowledge
- Foreign languages
- Experience in project cargo
- Claims management experience
- SAP experience

Closing date

5PM UK time on 16 May 2018. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

Please note: We reserve the right to expire vacancies prior to the advertised closing date once a sufficient number of applications has been received.

How to apply

1. Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.
2. Application should include CV and cover letter stating how you meet each requirement and why you are interested in the role.