

Vacancy – Logistics Coordinator

A new and exciting opportunity has come available for a Logistics Coordinator based out of our UK (Bristol) Office. As this is a new role created due to continued and planned future growth and you will have the opportunity to improve and develop new systems.

There are some very aspirational growth plans so this is a really great time to be joining. We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and we encourage creativity and innovation. Great importance is also placed on maintaining the health, safety and welfare of employees.

Job Summary

The Logistics Coordinator is responsible for the coordination, monitoring, and progress of shipment requests to ensure the on-time delivery of products liaising with the fleet to vessels and projects. Processing of imports and exports ensuring all regulatory and compliance requirements/ legislation are met.

Functions and duties

The duties assigned to the Logistics Coordinator are varied, but will include:

- Importing and exporting documentation records and registers in accordance with compliance regulations and requirements.
- Managing shipment requests, ensuring accurate information and associated documentation is present.
- Prepare all shipping documentation and process imports and exports ensuring compliance with legal and regulatory requirements.
- Managing and exporting equipment and ensuring customs and export compliance requirements are met.
- Verifying the local regulatory requirements will not risk unforeseen risk of delivery and or unforeseen taxes and duties.
- Supporting the procurement department in procurement and logistical related requirements.
- Develop processes to ensure the supply chain within the company is well documented and shared within the Integrated management system.
- Ensure shipping of all items required in the fleet is taking place in the most economical and efficient manner to match with project and operational priorities.

Qualifications and Experience

- Experience &/or recognised qualification(s) in supply chain management/ logistics.
- Basic knowledge and experience of customs and excise and shipping importation and exportation of goods.

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to careers@geoquip-marine.com with the vacancy title as your reference.