

VACANCY

Job title: Shipping and Transport Coordinator

Location: Microgen/Lab 21, Camberley

Job Summary

To coordinate all Shipping and Transportation operations in an effective manner, to ensure internal and external stakeholders and customers are delivered in a timely manner.

The Shipping and Transport Coordinator is a new role created to answer the business evolution and its new requirements. Based in Camberley and reporting to the Group Operations Director with some occasional travel when required, the new role will focus on the Shipping and Transportation of the goods from and to Camberley site.

Main duties and responsibilities

- First point of contact for all Transportation and Shipping requests, internally and externally.
- Organise, plan, track and monitor all shipments from and to Camberley Warehouse, working very closely with the Warehouse Manager.
- Ensure all enquiries and communication are dealt with in a positive and efficient manner.
- Work closely with the Group Operations Director and Head of Group Logistics to develop plan and implement Shipping and transportation strategies within the Group.
- Help and support the setting up of a list of "Approved" service providers (carriers and Freight Forwarders)
- Support and provide the HoD with negotiating and monitoring 3 PLs and Service Providers rates
- Lead and arrange routes, schedules, insurance etc with carriers and Freight Forwarders
- Produce export documentation in accordance with the Company's procedures and the requirements of freight agents and customers (manual invoices, packing lists, chambers documentation, letter of credits and other export documents).
- Develop, monitor and report on KPIs for Shipping and Transportation activities
- Ensure smooth and continuous flow of products from and to Camberley Warehouse.
- Ensure Shipping activities follow and adhere to International rules and Regulations as well as Company operating procedures
- Liaise with finance when required for all matters related to Service Providers payments issues

Qualifications and experience required

- Experience in transportation and International Freight.
- Experience in Customer Service and ability to negotiate / monitor SLAs and related rates.
- Good knowledge of International shipping regulations and documentation such as Custom Declarations, Incoterms and other shipping documents such as CoO, Commercial Invoices, Packing Lists, Letter of Credits etc.
- Attention to detail and accuracy essential through working within a quality-controlled environment.

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- Excellent and diplomatic communication skills and be able to set and prioritise work goals.
- Ability to deal with the day-to-day pressures of meeting sometimes conflicting demands of your customers, staff and other departmental pressures.
- Knowledge of SAGE systems and computer literate.
- Must be able to multitask and be proactive

For further information or to apply for this vacancy please e-mail recruitment@novacyt.com