

Job Description

Job Title:	Admin and Logistics Coordinator
Responsible to:	Director
Responsible for:	NA
Weekly hours:	24 per week



Job purpose

To organise and be responsible for the smooth and timely delivery of finished products to customer sites and ensuring adequate stock and supplies of raw materials and components for manufacture. The role also requires the provision of admin support to the current management team and other members of the company.

Accountabilities

1. Plan and coordinate the transportation of products from manufacturing locations to customers, ensuring timely and cost-effective delivery.
2. Manage and optimise stock levels at the production facility, ensuring that inventory is accurately tracked.
3. Oversee the management of supplier contracts to ensure contractors are providing us with the best service and value and are aligned with our business values.
4. Develop and maintain relationships with carriers, suppliers, and other stakeholders to ensure a reliable and cost-effective supply chain.
5. Maintain and monitor the product delivery schedule with the ability to use clear communication to ensure all products are dispatched on time.
6. Work in partnership and have open communication channels with the Directors, suppliers and customers to ensure that all planned orders are timed appropriately to meet the customer's needs and are adequately resourced.
7. Acting as a point of contact for customers, clients or suppliers via email, over the phone or in person.
8. Processing invoices, tracking receipts, inputting expenses and other basic bookkeeping tasks
9. Arranging travel plans and accommodation for staff members and contractors
10. Responding to questions and requests for information
11. Confidently and calmly deal with conflicting and changing priorities.

12. Assist with the growth of the business by demonstrating flexibility and a willingness to support the broader team in business events, activities and promotions.
13. Promote the values of SuDS and demonstrate the highest commitment to improving sustainability and water.
14. Promote and adhere to all Health & Safety policies and procedures.
15. To undertake any other reasonable duties required to meet the needs of the business.

Knowledge / skills / experience	
Essential	<ul style="list-style-type: none"> • Relevant exposure and meaningful experience in a logistics role, preferably in a manufacturing or distribution environment. • Strong knowledge of quality management and logistics principles and practices, including transportation, warehousing and inventory management. • Excellent communication and interpersonal skills • Proficiency in Microsoft Office software and other technology. • Ability to manage multiple projects and priorities in a fast-paced environment • Strong analytical and problem-solving skills • Familiarity with logistics software is a plus • Good negotiation skills
Desirable	<ul style="list-style-type: none"> • A degree or equivalent experience in a relevant field (e.g., operations, logistics, supply chain management) is desirable.