

Logistics Coordinator

Liam got promoted. His story is proof that many vacancies at Scientifica are filled from within – which means this could not only be your next job, but the one after that as well.

You probably want to know what's involved...

If you've worked in a logistics role before, you'll know what you need to do. Your expertise in global shipping, customs and packaging know-how will come in handy to make sure our high-end equipment can be transported and delivered safely. From receiving of deliveries to picking and counting stock, you'll assist in the smooth running of the Goods-In and Stores department. Amongst other tasks you'll also complete works orders to book readily built items into stock.

You'll be working at our Uckfield site Monday-Friday with the occasional van runs to our manufacturing unit in Maidenhead, Berkshire so you'll need to hold a valid driving licence. You'll be joining a team of four across both sites, managed by Jamie, in a company of 56, so you'll have the small team feel in a larger group environment where you'll have plenty of help if you need it.

You might like to know that the products you'll be picking, packaging and working with make their way to top research institutes all over the world. They allow researchers to gain a better understanding of the nervous system and neurological diseases such as Alzheimer's, Parkinson's and Epilepsy.

By the way, if you're wondering about qualifications, you don't need any. Your attitude and experience in a logistics and stores environment are more important to us than a degree, so if you tick the boxes in the first paragraphs, you bet we want to hear from you.

You can find more information on www.scientifica.uk.com and if you've got any questions just email me, Steph at peopleservices@scientifica.uk.com

Everyone will get a response and just so you know, the post will close on Wednesday 17th August at 12pm but we might have to close it early if we receive a high volume of applications so you'll want to get in quickly, just in case.

What's the process?

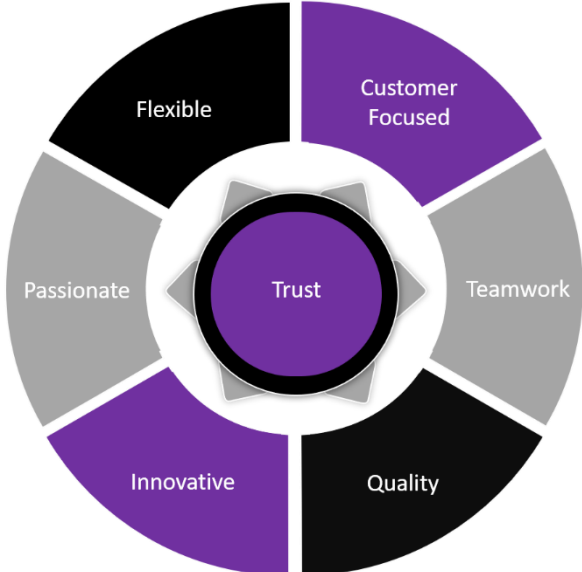
- Initial screening begins on 18th August
- If successful, first and only interviews take place, on-site, week commencing 22nd August, or earlier if you can fit us in!

Some extras...

- 22 days holiday plus bank holidays
- 3 days holiday covering 25th December – Jan 2nd closure
- Buying Additional Leave Scheme
- MediCash Health Plan and Employee Discount Scheme, including selected gyms, cinemas, restaurants and supermarkets
- Life Assurance / Death In Service
- Long Term Income Protection (sickness/disability)
- Wellbeing Programme including Confidential Employee Helpline
- Judges Scientific (Our parent company) Share Incentive Plan

JOB PROFILE: Logistics Coordinator

INCUMBENT'S NAME	
JOB TITLE	Logistics Coordinator
BUSINESS UNIT	Operations
LOCATION	Uckfield (with travel to Maidenhead when required)
REPORTS TO	Materials Manager
OBJECTIVES / PURPOSE OF JOB	To assist with the running of a busy Stores department to include goods in, stock control, picking & shipping.
KEY ACTIVITIES / RESPONSIBILITIES	<ul style="list-style-type: none"> • Receiving deliveries, checking for accuracy & quality and booking into stock in line with the company policy. • Picking stock for customer orders as well as internal requirements and transacting on the company MRP system. • Ensure all stock transactions are carried out in a timely fashion to maximise stock accuracy. • Carry out weekly P.I. counts. • Work closely with Planning & Production to ensure the schedule is adhered to. • Packing customer orders for Export shipping, ensuring they have the best chance of arriving safely. • Dispatching orders to the end customer ensuring the required export documents are present and correct, this includes generating commercial invoices for international shipments. • Ensure orders that are ready are shipped in a timely manner and on time to the promised date. • Liaising with selected carriers to arrange shipment. • Final check of goods being collected ensuring the correct number of boxes and all related paperwork is present. • Occasional van runs between the companies 2 UK sites as well as other driving duties when required. • General housekeeping of the Stores area ensuring a clean & safe working environment is maintained.

	<ul style="list-style-type: none"> • To ensure all tasks are carried out in line with Health & Safety procedures • Always adhere to Scientifica’s Safe Driving policy • Honour our company values 
KEY PERFORMANCE INDICATORS	Based on ongoing performance objectives
KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> • Planning • Production • Purchasing • Sales <p>External:</p> <ul style="list-style-type: none"> • Couriers

CANDIDATE PROFILE:

QUALIFICATIONS / TRAINING	Full, Clean, UK Driving Licence required.
EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • Experience of working in a Stores role • Experience with Sage or similar MRP system • Experience of International Shipping would be an advantage
COMPETENCIES	<ul style="list-style-type: none"> • Ability to manual handle and lift heavy loads



- Good communication skills
- IT literate
- Team player

EMPLOYEE’S ACCEPTANCE

I, [Employee name], agree to accept the Job Description is a guide only and will be periodically reviewed due to the evolving nature of the business. I understand I will be required to take on other tasks and responsibilities from time to time depending on the business needs for this role.

Signed Date