



Job Title – International Logistics Administrator

Date: 02/09/2020

Salary Band: £20,000 per annum

Location: Newport, Shropshire

Duration: 12 months FTC (maternity cover)

Hours: 8am – 5pm Monday - Friday

Line Manager: Head of Logistics

Direct Reports: 0

Interview Process: CV and cover letter application, telephone screen, face to face interview stage (potential second interview round)

Scope of role

The successful candidate will be highly organised and proactive, and being able to work confidently of their own initiative. Responsible for ensuring all the logistics administrative responsibilities are accurate and up to date within the in-house systems, accuracy is paramount for producing and reporting the requested data from key tracking points associated to the international container sales for the group to the Head of department on a weekly basis, working closely with internal departments, customers and 3PL service providers.

The ability to work in a fast paced and challenging environment with acute attention to detail is important.

Responsibilities

Including but not restricted to the following:

- Ensuring documentation timelines are being adhered to by the groups appointed freight forwarders. Monitoring and updating received dates in order to provide an accurate weekly service level report to the Head of Department
- Organisation and correct filing of all correspondence sent through the Logistics document inbox
- Adding the Container Number and vessel details to each purchase order set up in V12 within the same day as provided by the freight forwarder
- Monitoring the vessel ETA's of all containers on the water and updating changes within the V12 twice per week
- Monitoring and updating all tracking points within V12, ensuring all documentation is saved to the correct Purchase order within 24 hours of being received from the freight forwarder
- Accurately reporting every Friday PM to the head of department a traffic light status of all containers

- Ensuring all commercial invoices are sent from V12 at the same time as copy documentation is saved
- Accurate data entry of all estimated logistics costings against each container into V12
- Responsible for the customer specific order requirements, such as pack list templates, additional invoice details are added, stamped, signed as required
- Assisting customers with after sales queries and questions relating to Logistics administration
- Working to achieve objectives set by the Head of Logistics at monthly and quarterly intervals, utilising internal processes to ensure up to date container status & visibility is available to the business
- Weekend and evening out of hours on call cover, worked on a Rota basis (TBC depending on experience)
- Holiday cover of other members within the team

Requirements

- Experience is preferred, however candidates with the essential attributes will be considered to join our award winning team
- Proven previous administration experience, preferably in Logistics
- Excellent communication skills
- Highly organised with a keen eye for detail
- Ability to independently prioritise workloads and tasks, whilst in a busy environment
- Ability to adapt to and comply with internal and external business process
- Administrative and computer skills
- Competence in Microsoft Office products

Who we are

Jupiter Group are one of fastest growing and exciting businesses within the fresh produce industry. The company have customers and suppliers across the world with ambitious plans for growth.

Privately owned with continually strong financial performance, Jupiter are looking for International Logistics Administrator to join the company.

Growing product in four continents, the company have invested in growing partnerships which lead the world as a supply chain model within fresh produce.

The company are continually investing in leading technology and are working with great success towards a totally paperless working environment.

A positive company culture and values are extremely important and must be upheld by any applicant.

As a fast paced international business who are continually growing and developing, we nurture a culture of self-motivated, hardworking and honest individuals.

We have clear company values that we encourage our people to live by. It is important that applicants can uphold these values.

- **Integrity** - act with good character, ethics and morals
- **Trust** - build your relationships on trust
- **Openness** - talk straight, communicate well, and be open to new ideas
- **Respect and patience** - be tolerant, good natured and understanding
- **To help others** - make a difference to others lives in a positive way
- **Work hard and enjoy life** - contribute and enjoy your role
- **Recognise success** - when praise is due say 'well done'
- **Continual improvement** - always strive to do a better job

Benefits

- 21 days holidays + Bank Holidays
- Performance Related Pay Incentive Scheme
- Role relevant training
- Franklin Covey training
- Relaxed Dress Code
- Relaxed Multi Cultural environment
- Walking distance to local amenities
- Full domestic kitchen on site for all employees to use
- Annual group wide social event

NOTICE: please refer to the **Data Privacy Statement** on our website footer at www.jupitermarketingltd.com to access information on how we will process, store and delete your personal data should you apply for a position within the Jupiter Group.

PLEASE NOTE: We request two reference contacts with your application for this role. If you **do not** wish for referees to be contacted prior to a job being offered, you must clearly indicate this within your application.