



Job Title – Logistics Co-ordinator

Date: 08/12/2021

Salary: £24,000 per annum

Location: Newport, Shropshire

Duration: Permanent

Hours: 8 – 5pm / Monday to Friday

Direct Reports: n/a

Interview Process: CV and cover letter application, telephone screen, face to face interview stage

Scope of role

The successful candidate will be highly organised, proactive and able to work confidently off their own initiative.

Working in a fast paced and challenging environment, the Logistics Co-ordinator will be responsible for ensuring all the logistics administrative responsibilities are accurate and up to date within the in-house systems. Excellent communication skills will be required as the role involves working closely with internal departments, customers and 3PL service providers.

Responsibilities

Including but not restricted to the following:

- Ensuring documentation timelines are being adhered to by the groups appointed freight forwarders. Monitoring and reporting weekly service level reports to the sales team
- Organisation and correct filing of all correspondence sent through the Logistics document inbox
- Co-ordinating UK container arrivals and Booking container haulage
- Ensuring all commercial invoices are sent to customers prior to container arrival from the in-house V12 system
- Assisting customers with after sales queries and questions relating to Logistics administration
- Arranging UK road freight as and when required

Requirements

- Proven previous administrative experience in Logistics is essential
- 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 Group are looking for a Logistics Co-ordinator to join the company.

Growing product on 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 holiday + Bank Holidays
- Performance related pay scheme
- Role relevant training
- Relaxed dress code
- Relaxed multicultural environment
- Walking distance to local amenities
- Full domestic kitchen on site open to 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.