



## Logistics Manager – Job Description

(Job Code and Level: MPLLOG005)

### Definition:

Move materials, goods and products (including importing and exporting) to ensure that they are in the right place to meet customer demand.

### Overall Purpose of the Role:

Responsible for ensuring the right products are delivered to the right location on time, to the quality required and in the most cost effective way. Oversees the distribution and transportation of goods from the manufacturer to the consumer. Dependent on the size and structure of the organisation, may plan and oversee the whole process or may work in part of the chain. Also dependent on the size and structure of the organisation, the job holder may take responsibility for the warehouse.

Will have people and budgetary management responsibility.

### Key Responsibilities:

#### Strategy and Development

- Contribute to the creation and implementation of best practice logistics vision, strategy, policies, processes and procedures to aid and improve operational performance

#### General and Task Management

- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers
- Create and implement best practice logistics principles, policies and processes across the organisation to improve operational and financial performance
- Deliver solutions to logistics problems while maintaining high levels of quality and service within budgetary requirements
- Monitor quality, quantity, delivery times, and transport costs
- Negotiate rates and contracts with transportation and logistics providers
- Recommend optimal transport modes, routes or frequency

- Select carriers/suppliers and monitor service against performance criteria
- Ensure carrier compliance with company policies or procedures for product transit or delivery
- Resolve problems concerning transportation, logistics systems, imports or exports or customer issues
- Review impact of logistics changes, such as routing, shipping modes, product volumes or carriers and report results to others
- Assess and make recommendations for logistics processes in potential new facilities or plants and advise of cost implications and efficiency
- Support continuous improvement initiatives and identify inefficiencies and cost optimisation opportunities
- Ensure the integrity of inventory accuracy and manage stock movements with the help of direct reports
- Identify and resolve any inventory discrepancies and ensure inventory and system records are in agreement
- Keep track of slow moving and obsolete stock
- Identify savings by removing waste or unnecessary steps in the logistics process
- Interpret trends and analyse and review data. Provide meaningful logistics data to others in the organisation to aid customer service and cost improvements
- Ensure IT systems in place are effective, maintained and accurate
- Ensure metrics, reports, and process documentation is available

### **People Management**

- Manage, coach and develop a high performing team that meets agreed objectives and delivers best practice results, added value and continuous improvements
- Set departmental objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Ensure that all functions under supervision operate in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

### **Financial Budget and Control**

- Hold responsibility for department budget

### **Relationship Management**

- Develop and maintain strong relationships with all connected with the logistics process
- Ensure all completed orders are dispatched on time
- Ensure products are shipped appropriately to ensure quality of goods during transportation
- Take control of packaging and provide appropriate, cost effective, high quality solutions
- Take responsibility for accuracy of labelling to ensure correct parts/finished assemblies reach correct customers at the correct time

- Ensure compliance with import/export regulations/customs regulations and legal and health and safety requirements
- Support new business initiatives and projects and contribute to review meetings and change process. Ensure effective logistics implementation takes place relating to the changes

### **Environmental**

- Conduct or review environmental audits for logistics activities to ensure processes are as environmentally friendly as possible
- Review opportunities to be as environmentally friendly as possible

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Support encourages and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- Self starter and able to motivate others
- Self motivated, flexible and works well under pressure

### **Skills and Attributes:**

- Proven management skills with the ability to optimise team performance and development
- Highly skilled communicator with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills
- Customer focussed
- Proven analytical, problem solving and organisational skills
- Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities
- Project management skills
- Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
- Excellent attention to detail skills

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree is preferred, HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications.

- Prior experience of working in logistics/supply chain/transportation function within the automotive or manufacturing environment with a comprehensive knowledge of logistics processes and procedures
- Expert knowledge of technical regulations related to logistics such as import/export and customs regulations, including security requirements to include certification in dangerous goods handling and aviation security
- High degree of knowledge and understanding of a variety of manufacturing and automotive processes and components and of supply chain management
- Strong IT systems knowledge and skills including knowledge and understanding of specialist systems such as Enterprise Resource Planning (ERP), Bill of Material (BOM) and customer data systems
- Advanced Excel user
- Ability to analyse and manipulate technical and complex data and provide meaningful information
- Membership of an appropriate professional body such as the Chartered Institute of Logistics and Transport would be advantageous
- Knowledge of lean techniques may be advantageous

### **Example roles this job description may cover:**

- Logistics and Distribution Manager
- Logistics and Planning Manager
- Logistics Co-ordinator
- Logistics Specialist
- Logistics Operations Manager
- Warehouse and Logistics Manager
- Supply Chain Logistics Manager
- Supply Chain Manager