

Job Description

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| **Job Title:** | **Primary Logistics Reporting Coordinator** |
| **Job Holder:** |  |
| **Location:** | Clonmel |
| **Reporting to (Job title):**  **Travel Requirements:** | Warehouse Manager  Travel will be required as appropriate to meet business needs. |
| Ensuring a high standard of data accuracy and systems integrity to support depot operation, quality, health and safety and cost service targets. The role will liaise closely and build strong relationships with both internal and external stakeholders to help implement a best-in-class service. | |

1. **Purpose of the Job**

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| * Support Warehouse and Primary Manager in performance and cost analysis relating to ROI primary, GB Primary and CCI activity. * Development and maintenance of ROI and GB primary volume, cost, and performance trackers * Co-ordination of receipt of PODs from associated suppliers and invoicing relating to all ROI, CCI and GB Primary customer movements (all orders delivered within a given month must be finalised prior to month end) * Ensure that all PODs relating to ROI primary customer movements have been uploaded into Softco (all orders delivered within a given month must have an associated POD within Softco prior to month end) * Co-ordination of any quantity claims relating to ROI & GB primary movements until resolution has been agreed with customer. * Checking of supplier invoices and raising of associated POs * Preparation of cross charge reports * Identify opportunities and creating new reports/structure to recognize costs and saving initiatives. * Maintain and develop KPI’s on freight providers used. * Commit to continuous improvement through ongoing review of internal controls, processes, procedures, and systems. |

1. **Business environment**

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| **Key contacts:**  **Internal**   * Operations, Manufacturing Sites, Site Manager, Secondary Logistics network & Commercial.   **External**   * Customers and Suppliers |

1. **Skills Required**

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| * Ability to deliver accurate management information to support the decision-making process. * Strong organization skills with an exceptional attention to detail. * Strong verbal and written communication skills * Proven analytical and problem-solving skills, with the ability to work on own initiative and prioritise own workload effectively. * Excellent interpersonal skills with the ability to communicate effectively across all levels. * Highly results focused with proven track record for delivering success. * Ability to work to tight and challenging deadlines. |

1. **Qualifications and Technical competencies**

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| * Logistics / Supply Chain experience with a successful track record in a similar role. * Experience working in a fast paced and complex distribution environment. * Experience in a FMCG environment preferable. |

**Employee Department Manager**

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