

Location: Shanghai, China

Objective: The position of Logistic Coordinator shall have a clear and detailed view of all logistic activities inbound and outbound as well as stock availability to tailor the best customer experience. It coordinates and executes the company's strategy with the logistic service providing partners and increases the quality of logistic services. Therefore, a precise and tangible understanding of all logistic processes such as market situation, import and export of cargo, warehousing, export documents and packaging is developed, maintained and executed. The Logistic Coordinator is responsible for gathering, analyzing, planning, executing, updating and maintaining information, processes of planned and ongoing projects to increase the company's effectiveness with the different accounts. It aims to have a precise knowledge of all projects and to provide strategic and detailed information to the company's management.

Department: Execution

Reporting Line: Logistic Manager, Supply Chain Manager, Managing Director, CEO

Responsibilities:

- Follow and enhance the company's strategy including its Vision and Mission.
- Coordinate and control logistic activities and deliveries including Import, Export, and domestic deliveries to ensure timely and damage free deliveries including all documents
- Proactive logistic coordination, client consulting and solution providing
- Arrange and follow up on shipments by air, sea, truck, rail, and others
- Work with cross functional departments to ensure timely delivery to customers
- Coordinate with 3rd party logistic service providers
- Maintain all relevant logistic information
- Monitor and act upon lead times and time frames
- Contribute to, develop, integrate, and execute the company's execution activities
- Preparing and submitting complete cost calculations for logistics on all Incoterms and reviewing them
- Prepare cost calculations and compare products and suppliers
- Achieve customer service objectives by contributing information and recommendations to plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying market trends; determining system improvements; implementing change
- Organize deliveries of multiple projects to multiple locations
- Negotiate Purchase Orders
- Develop and evaluate new vendors and services

Job Description: Logistic Coordinator

- Liaising and networking with a range of stakeholders including colleagues, suppliers and partner organizations
- Maintaining and updating supplier and product information
- Organizing and attending events such as conferences, seminars, receptions and exhibitions upon approval by supervisor
- Analyzing, maintaining, and presenting market, industry and account information including products, materials and suppliers
- Investigating and analysing price, demand, and competition
- Coordinate and control activities of assigned projects and products
- Cooperation to improve internal processes and procedures.
- General administration tasks assigned by superior

Requirements:

- Bachelor's Degree in business or Trade related studies
- At least 2-year solid working experience in Supply Chain or Logistics, or relevant industry in either Service or Manufacturing field
- Excellent verbal and written communications skills in English
- Highly organized and straight minded, must be able to work on multiple tasks simultaneously, should feel comfortable working in a Team
- Analyzing information and developing standards
- Process handling and improvement skills
- Initiative and committed
- Strong relationship building
- Eye for details, self-motivated, managing own time and workload
- Creative and flexible solution provider
- Good presentational skills
- Excellent MS Office knowledge
- Mother tongue Mandarin preferred
- Other Asian or European languages are a plus

Salary Package:

- Competitive Basic Salary
- Exciting bonus scheme on result base
- Flexible working time