

International Logistics Coordinator

IRELAND



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Overview

We are looking for an International Logistics Coordinator to join our client, a leading exporter of dairy products.

Reporting to the General Manager, you will be joining a small team of experienced professionals that spans the globe.

You will be responsible for delivering world-class contract execution and on-time product delivery to customers. Principally this involves end-to-end supervision and fulfillment of each contract concluded by the sales team.

The International Logistics Coordinator's main goals are to shorten the duration of contract completion, minimize demurrage and product claims, and improve customer satisfaction of our post-sale service delivery.



Requirements

Essential

- 5 years of international logistics and export documentation experience, preferably in the food industry
- Proven track record of post-sales contract execution in international trade
- Superior communication skills; proactive thinking; passion for accuracy and timeliness
- Proficiency in Microsoft Office, Teams, and other relevant software packages
- Ability to work “on call” when needed to perform out of hours responsibilities

Preferred

- Written and spoken proficiency in any of the following: Korean, Mandarin, Cantonese, Japanese, Spanish or Arabic (nice to have - not need to have)
- Bachelor’s degree in business, supply chain management or a related discipline
- Ability to adapt and thrive in a small but rapidly growing international business



Responsibilities

Contract Execution

- End-to-end supervision and fulfilment of each contract when concluded by the sales team
- Ensure all documentation from the supplier, the customer and internally is in place
- Manage relationships with approved freight vendors
- Monitor the collection and delivery schedule keeping the relevant sales personnel well informed of any potential delays routinely reconfirm timelines
- Ensure all documentation for each contract is archived and stored for easy retrieval and access by relevant team members
- Undertake routine follow-ups with sales directors by any form of communication necessary; lead a weekly meeting with each sales region to ensure contract status is clear to all stakeholders

Sample Control

- Execute sample requests from the sales team within a 24hr period
- Determine the best method of shipping
- Ensure all documentation is in place for import authorities and customer
- Initiate, supervise and confirm collection and delivery keeping the relevant salesperson apprised of progress and any potential or predicted issues with proposed resolutions



Responsibilities

Freight & Facilities Management

- Directly supervise the function of freight and shipping
- Ensure best providers are aligned to each contract following a cost competitive analysis coupled with service performance
- Routinely appraise the team on prevailing shipping rates in regular lanes
- Communicate with the team on trends, issues, and potential opportunities within the freight industry
- Understand and determine best practice for groupage and small lot (samples) requirements, chilled and ambient (airfreight/ single package / couriers)
- Occasionally, as required, visit and inspect third-party refrigerated warehousing and other facilities to understand quality standards and systems relevant to improving route-to-market options

Finance, Accounting, and Documentation Management

- Interface with external bookkeeping and accounting team to ensure contract financials are logged on the accounting system correctly
- Supervise Accounts Payable in collaboration with General Manager and external bookkeeping team
- Be an active member of the team implementing the company's new accounting system
- Create & maintain a documentation depository in an approved portal for safe retention and easy access:
 - o Factory certifications
 - o Customer specific documentation requirements
 - o Library of product photographs, inner and outer carton, pallets, and loading Specifications, by product, date, and supplier



The Package

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations.

Our client understands the value of rewarding staff well, and has constructed a very good package.



Next...

If we've piqued your interest, we'd be happy to answer any questions that you may have. If you are happy to be considered, we'll need a CV, and after that, there'll be a telephone interview with the relevant personnel.

If both parties are happy, there will be more formal interviews where your experience will be explored.

And if that goes well...welcome to your new job.



A bit about us

We have decades of experience of recruitment, business and commerce, and it shows. Trading since 2018, we're an independent and proud Irish company, working mainly across Bulgaria, Ireland and the UK. We have developed some very smart techniques for finding key staff for our portfolio of clients. It can be hard and laborious work, but it's really effective.

But you know that already, or you wouldn't be sitting there, reading this.

We treat our candidates with a great deal of respect, and because of this, we develop strong relationships with our ever-increasing database of talent.

We never forget that we are dealing with people who are making life changing decisions. We'd be *delighted* to help you on to the next stage of your career.



i-RECRUIT

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