



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Logistics Coordinator</b>
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Packaging & Supply Chain
<b>Location</b>	Singapore
<b>Team Leader</b>	Supply Chain Lead – Southeast Asia
<b>Team Members</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b>	
<p>The role focuses on upholding operational efficiency, ensuring inventory accuracy, quality control, regulatory compliance, and precision in administrative duties. Proficiency in organizational skills and multitasking, expertise in utilizing data systems and Microsoft Office tools, and effective communication with internal and external stakeholders are crucial for achieving an elevated level of customer satisfaction.</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Carries out responsibilities at the on-site 3PL warehouse as required by business demands, such as performing product quality inspections, stock take or check, and identifying areas for process enhancement.</li><li>• Maintain stock accuracy at the agreed-upon standards through weekly, monthly reconciliation and accurately record slow-moving and obsolete products for effective minimization and elimination.</li><li>• Verifying the accuracy of suppliers' invoices by reviewing relevant supporting documents, promptly resolving disputes, preparing monthly reconciliations, and following up on any discrepancies.</li><li>• Processing customer orders, invoicing, coordinating the import and export shipping activities, and ensuring timely and accurate receipt of goods in line with purchase orders.</li><li>• Responsible for preparing for audits by maintaining up to date and accurate data for logistics operations and complying with customs import/export regulations.</li><li>• Collaborate effectively with internal teams and external service providers to resolve operational issues and to optimize logistics capabilities.</li><li>• Update and maintain standard operation procedures (SOP).</li><li>• Adaptable and additional responsibilities as required.</li></ul>	