



Job Title	Logistics Coordinator
Job Level	5
Location	Singapore
Business Unit	Supply Chain
Function	Logistics
Leader	Supply Chain Leader – South East Asia
People Leadership	N/A
Role Purpose	
<p>To coordinate logistics related processes and data in the day-to-day business for the regional logistics hub in Singapore for the import/export of product to/from Singapore. Support the relevant Supply Chain Leaders and 3PL, to build and maintain successful long term relationship. Deliver the agreed KPI's, in particular on service and cost while protecting the business ensuring all activities and executed in line with relevant legislation.</p>	
Accountabilities	
<ul style="list-style-type: none"> • Coordinate logistics activities and related information systems throughout the extended manufacturing/supply chain network, to include: <ul style="list-style-type: none"> ○ Inventory control (reconcile and accuracy) ○ Third-party warehousing ○ Shipping/receiving/Purchase activities ○ Logistics related reporting, measures and controls 3PLs (cost and process efficiency) ○ Assure compliance to all external inventory audits ○ Assure compliance to all Custom import/ export regulations • Partner effectively with various stakeholders such as external logistics provider, freight forwarders, and commercial customers to improve delivery processes and handle complaints and develop professional relationships. • Maintains guidelines for 3PL Involvement in development and monitoring of logistics contracts and KPIs, including service, cost and quality. • Facilitate work across the relevant cross functional teams and functions achieve On-Time-Delivery KPI target. Identify gaps/root cause analysis and lead initiatives in driving continuous business process improvement. • Effective cost management, ensuring all activities are delivered efficiently, delivering against budget. • Works onsite 3PL warehouse as and when required (e.g. process improvements, Product and process quality compliance check, stock take etc.) • Ensure the proper maintenance and effective recording of documents for internal & external auditing purpose, as required for compliance to all relevant legislation. 	



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Deciding & Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative and acts with confidence
- Initiates and generates activity

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be part of a much larger system

Persuading & Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Coping with Pressures & Setbacks

- Works productively in a pressurised environment
- Keeps emotions under control during difficult situations
- Balances the demands of a work life and a personal life.
- Maintains a positive outlook at work.
- Handles criticism well and learns from it.

Skills and Qualifications:

Essential:

- Educated to Diploma/degree level or equivalent experience.
- Experience of establishing and managing successful relationships with Internal and external stakeholders.
- Comprehensive knowledge of system and PC applications such as Word, Excel is essential.
- Demonstrates strong customer-focus mindset.



- Demonstrates in-depth understanding of concepts, theories and principles; Track record and experience in 3PL management, warehouse operations management and distribution management.
- Understanding of IFS ERP system is highly preferred but not essential.

Desirable:

- Strong interpersonal skills, strong verbal and written communication skills.
- Demonstrated strong problem solving skills, quick thinking, and willingness to learn, improve and adapt.
- Ability to work independently and within a dynamic team, fast pace and cross functional environment.
- Strong organizational and multitasking capabilities.

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