

Position Profile – Logistics Manager

Title	Logistics Manager
Purpose	You will be responsible for the complete management of our outsourced logistics partners and our stocks located in external warehouses, placing orders aligned to forecast with multiple clients and forward planning inbound schedule to meet customer demand. Maintaining inbound and outbound performance to a core set of KPI's
Reports to	Operations Manager
Direct Reports	None
Key Areas of Responsibility	<ul style="list-style-type: none"> You will be responsible for the management of all stock in our logistic partner warehouses, including management of shelf life, goods in, discrepancies and repack You will be responsible for maintaining and developing order models, raising purchase orders and strategically planning the inbound schedule for all Go2Grocery clients to ensure the appropriate stock coverage – currently for Boughey, Warrens, Oakland and Alloga You will identify and resolve any inventory discrepancies and ensure inventory and system records are balanced You will investigate and resolve all stock status queries and report to clients You will ensure all key metrics are managed within an agreed KPI framework You will be responsible for negotiating, maintaining, adhering and ensuring our logistics partners adhere to the KPI's agreed in each of our logistics partner contracts You will create reports detailing and analysing monthly and weekly KPI data, including monitoring delivery times, quality and discrepancies and deliver them within specific timeframes You will continuously analyse and review sales forecasts to ensure stock coverage sits within KPI parameters You will update internal and external client contacts with stock shortages and rationale as and when appropriate You will be responsible for the full management of international imports and incoterms for each client where appropriate You will be responsible for authorising invoices and querying fines from our logistics partners and customers, ensuring on-charges are allocated correctly and challenged when appropriate You will be the main supply chain contact for all customers, clients and partners You will implement specific client and customer requirements, such as internal reporting or customised transportation metrics. You will maintain metrics and analyse data to assess performance and implement improvements Vs agreed KPI targets You will contribute to the development and implementation of processes and procedures to assist and improve operational and financial performance You will develop and maintain strong relationships with all customers and clients connected to the Go2Grocery supply chain

Professional Competencies	<p>Career Experience</p> <ul style="list-style-type: none"> • At least 2 years' experience within a demand planning/stock control function as part of a logistics team • Experience of import/export of products (desirable) • Experience of UK retail supply chain (desirable) • Experience of using SAP and EDI (desirable) • Experience of working with UK distributors (frozen, chilled and ambient). <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to A Level standards or above including a good general standard of Maths and English <p>Required Skills</p> <ul style="list-style-type: none"> • The ability to manage, order and reconcile a large portfolio of FMCG products across multiple suppliers, clients and warehouses • Ability to work within food & drink logistics frameworks– i.e. able to consistently work to specific procedures in relation to product setup, data recording and other key KPI's • Ability to analyse sales trend data in order to improve order forecasting Vs KPI's and demand process • Ability to use Excel to an advanced level in order to facilitate demand planning, sales data manipulation and manage/develop reporting requirements. • The ability to negotiate rates and agree KPI's within logistics partner contracts • The ability to form and maintain good relationships both internally and externally at all levels of Client, Customer and Logistics Partner businesses. • Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities • The ability to autonomously manage and prioritise your own workload in order to ensure accuracy and attention to detail whilst delivering against core KPI's
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Ceuta Group Core 6 Behavioural Competencies	Effective Communication - 3 Creates opportunities for others to provide feedback Inspires others to achieve through persuasive communication Creates a positive and trustworthy environment for others to communicate their ideas Facilitates discussions to achieve collective objectives Seeks to understand conflict to take appropriate action Conveys information in a timely, transparent and honest manner Presents succinct, well balanced information orally and in writing with clear outcomes Communicates in a straightforward, honest and engaging manner with all colleagues	Client Focussed - 3 Anticipates client/customer upcoming needs and concerns Looks for ways to add value beyond clients/customers immediate requests and acts upon them Demonstrates an urgency and understanding of client/customer needs when providing solutions to issues Ensure clients expectation on timescales, delivery and outcomes are realistic and accurate Is able to identify and action issue resolution Explores and addresses long-term client/customer needs Is pro-active in their approach to develop client/customer feedback into positive outcomes Analyses their service delivery and seeks out way in which to actively improve and develop
	People Driven - 3 Trusts colleagues to deliver work once delegated appropriately to create positive work outputs Acts as a team player, investing time to generate a common focus and genuine team spirit Provides a supportive environment and removes barriers to ineffective working Takes responsibility for creating a working environment that encourages equality, diversity and inclusion Consistently demonstrates the ability to give timely and constructive feedback Encourages and seeks out feedback and makes positive improvements regardless of how the feedback was given Recognises potential in others and encourages self-development	Drives Performance & Efficiency - 3 Identifies when adjustments are needed in own area of responsibility and sets priorities accordingly Takes responsibility for making decisive decisions to move things forward and owns the outcome Demonstrates commitment to delivering results in his/her own work as an example to the team Empowers others to maximise efficiencies through result-based constructive feedback Identifies areas in the business where improvements will bring the most significant gains Can overcome obstacles to reach goals and provide alternative solutions that grow the business and accomplish financial objectives Prioritises effectively to ensure that result-driven business outcomes are achieved

	<p>Supports & Embraces Change - 3</p> <p>Inspires others by championing changes to achieve common goals</p> <p>Drives efficiency and effectiveness by identifying and exploring areas for improvement</p> <p>Leverages appropriate behaviours within team in support of change efforts to drive improved performance</p> <p>Communicates change plans to employees in a clear and timely manner</p> <p>Collaborates and makes compromises for the greater good without sacrificing personal principles or business ethics</p> <p>Uses the business tools available to measure effectiveness of change</p>	<p>Grows the Business - 2</p> <p>Can examine complex data and gather further information when necessary to make accurate, fact based decisions</p> <p>Keeps up to date with a broad set of issues relating to the work of their team or department</p> <p>Can identify potential problems and provide effective solutions</p> <p>Focuses on the overall goal and intent of what they are trying to achieve, not just the task</p> <p>Has ability to look ahead and take appropriate action to improve performance, without relying on direction from others</p> <p>Takes an active interest in expanding their knowledge of areas related to their own role</p>
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