



Job Title	JD Code
Logistics Controller	JD-SC-04

Position Details			
<b>Department:</b>	Supply Chain	<b>Job Grade:</b>	Paterson C Lower
<b>Reports To:</b>	Supply Chain Manager	<b>Subordinates:</b>	0
<b>Approved By:</b>	Carol Manzey	<b>Last Reviewed:</b>	18 September 2020

Position Purpose / Objective
The Logistic Controller assumes full responsibility for the successful exporting and importing of orders in addition to coordinating local deliveries.

Duties and Responsibilities
<p><b>Exports:</b></p> <ul style="list-style-type: none"> <li>Coordinating the packing, logistic and documentation in respect of export orders.</li> <li>Ensuring the export orders are passed by Quality Control Department before dispatch to the customer.</li> <li>Ensuring that the correct INCO terms are applied and the requirements communicated to stakeholders.</li> <li>Liaising with relevant third parties to ensure that relevant shipping is executed.</li> <li>Ensuring that destination county requirements are understood and adhered to.</li> </ul> <p><b>Imports:</b></p> <ul style="list-style-type: none"> <li>Placing orders on the ERP systems, compiling relevant documentation, expediting from order placement to delivery.</li> <li>Liaising with Overseas Suppliers regarding placing of order, due dates and shipping arrangements.</li> <li>Ensuring correct incoterms are applied.</li> <li>Maintaining relationship with Shipping agents.</li> <li>Compiling weekly shipping status report.</li> </ul> <p><b>Local deliveries:</b></p> <ul style="list-style-type: none"> <li>Taking full ownership of all machine sales and repairs deliveries.</li> <li>Putting in place a relationship with transport suppliers and ensuring an optimal transport solution in terms of the logistics process.</li> <li>Partnering with the Warehouse Controller to investigate and implement a full logistics solution for Osborn.</li> </ul>

Minimum Requirements	
<b>Qualifications:</b>	Degree or Diploma in Logistics or Supply Chain.
<b>Experience:</b>	Minimum 5 years Export/Import experience.
<b>Character:</b>	Good communication and negotiation skills.
<b>Computer Proficiency</b>	Computer literate (Intermediate Excel/Word).
<b>Other:</b>	Ability to liaise at Buyer/Senior level with overseas companies. Ability to source/evaluate best rates/freight charges and terms.

The individual must be available after hours to ensure that the logistics function is executed properly.

### Core Competencies Graph

