Our growing company is looking for a senior logistics coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior logistics coordinator

- Work with the Procurement team and the Inventory team to make sure study supplies are ordered / allocated and organize equipment to be in the relevant warehouses prior to study go live
- Generate where necessary, Commercial invoice documentation for shipping tickets ensuring that the queue is maintained
- Ensure that device database, including new products that are added to CRF Health Portfolio, is maintained
- Collaborate with logistics shipping team with regard to urgent shipments
- Create Shipping tasks in NetSuite when necessary
- Able to run reports in a timely manner and ensure they are accurate before sending to the relevant person/s or team
- Assist Line Manager to maintain device / country requirement export database
- Assist Line Manager to improve and maintain shipping forecast
- Manage holiday/absence approval process via People Hub
- Must be able to assist Line Manager to close out NCR's in a timely manner

Qualifications for senior logistics coordinator

- Committed to a high standard of safety and will and able to comply with all safety laws and all of the employer's safety policies and rules

- Maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion
- Perform duties onsite, except those job duties which are customarily or by their nature performed offsite (such as off-site meetings with customers at their request or for marketing purposes, making deliveries to designated destinations, traveling to field offices to meet with superiors/peers/subordinates or attend/conduct training, etc)
- Proficient in Microsoft Office, Adobe and other software packages
- Must have effective communication skills and the ability to handle multiple tasks all with an attention to fine detail