



Example of Senior Logistics Coordinator Job Description

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Our company is looking to fill the role of senior logistics coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior logistics coordinator

- Able to determine when and how to treat information confidentially
- Collaborating and sharing knowledge, process changes (UK and US LDC)
- Able to follow and apply the Performance Management Process (PMP) for setting SMART objectives and training needs for team members
- Able to deliver feedback in a professional manner using an agreed feedback mode
- Review capacity and assist Line Manager in allocating resource to the delivery teams
- Embrace Collaboration
- Fleet Vehicle Program Management
- Managing the delivery of external logistics companies to provide a cost effective flying, marine and warehousing service in support of evolving activities, with full budget holder accountability
- Optimising materials and logistics services in terms of Infrastructure utilised and locations
- Aviation – flight schedules, supporting offshore operations and lowest total cost, whilst retaining flexibility

Qualifications for senior logistics coordinator

- Minimum of 3 years experience working in cross functional teams is required
- A minimum of three (3) years of experience in US and international trade

- 5+ years of experience in a large capital equipment environment both domestically and internationally preferred
- Bachelor's Degree in Supply Chain, Logistics or Business field preferred
- Must be able to handle unforeseen issues, such as delivery problems, and adjust plans as needed to resolve issues
- Line management and supervision of 5+ team members