



Example of Senior Logistics Coordinator Job Description

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Our company is hiring 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

- Supply Base – location, operating method, lowest cost per tonne/voyage
- Articulation of Materials and Logistics philosophies, procedure and process
- Ensuring the correct level of safety and quality is achieved by working in conjunction with the HSEQ function
- Supporting the on time delivery of all materials and equipment to warehouse and quayside for their assets
- Ensuring consolidated agreed 48 and 24 hours load lists for each sailing are issued
- Ensuring special transportation requirements such as wide loads and explosives are identified and communicated to Warehouse and Quayside
- Adapting materials plan to minimise impact of unplanned events such as breakdowns and poor weather
- Source and research complex studio request fulfillment
- Assess efficient utility of studio space for upcoming shoots consultative resources + tracking of actuals
- Research and source studio assets and supplies

Qualifications for senior logistics coordinator

- 3-5 plus years of operational experience in worldwide logistics and import/export operations or purchasing of the global commodity or related

- Proven ability to work independently and to prioritise own work effectively in a busy, multi-faceted role
- Able to effectively organise self and others in a fast paced operational environment
- Able to demonstrate experience in establishing robust stakeholder relationships, in negotiating compromises and brokering agreements both internally and externally
- Able to demonstrate problem solving and 'customer service' skills & experience
- An innovative approach