

## JOB DESCRIPTION

**Job Title:** Logistics Administrator

**Department:** Hawick Yard

**Vacancy Code:** KT04

### **Requirement Overview**

This is an administrative position within the logistics yard at the Hawick Production Facility. It serves to ensure the accurate provision of administration and communication exists and is maintained between Logistics, Yard, sales administration and logistic providers to drive a more effective and efficient service.

Experience in a logistics administration environment is preferred but training will be given.

The position functions as part of the Emtelle UK Logistics and Transport dept and an ability and willingness to learn, contribute and work effectively to meet the goals of the team and operation are essential.

### **Role and Responsibilities**

- 1) To provide admin support to the UK transport and logistics function
- 2) Assisting in the planning and scheduling of shipments liaising directly with the yard management team
- 3) Liaison between logistics providers to achieve a form of scheduling (what truck, what time, what load) Implement loading plans to correspond with drops
- 4) Ensure paperwork for vehicles / containers is correct
- 5) Ensure all Courier and Pallet force collections notes are completed to daily deadlines.
- 6) Implement measures of main logistics supplier for utilisation and Improve performance of loading by analysis of loading patterns
- 7) Reduce loading errors (all information given to the loading point is correct)
- 8) Any changes to the daily loading plan are communicated in a timely manner

### **Person Specification**

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) A high standard of proficiency in administrative tasking.
- 2) The ability to organise, count and record material.
- 3) Understanding and adherence in following both written and verbal work instructions.
- 4) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 5) Highly self-motivated, disciplined and organised.
- 6) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 7) Able to work effectively in a complicated and demanding environment.
- 8) Focused on cost management.

  
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### **Knowledge**

- 1) GCSE/National 5 or above in Mathematics or to a demonstrable equivalent standard: Essential
- 2) GCSE/National 5 or above in English or to a demonstrable equivalent standard: Essential

### **Experience**

- 1) Administrative experience in a comparable environment and disciplines: Desirable
- 2) Computer literacy in MS Office Products and MRP systems: Desirable

### **Skills**

- 1) Ability to accurately follow written instructions and documents: Essential
- 2) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 3) Ability to work as part of a team: Essential
- 4) Ability to respond to instructions given as part of the logistics and production process: Essential
- 5) Ability to communicate effectively with fellow Emtelle colleagues: Essential
- 6) Ability to communicate effectively with and respond effectively to Supervision: Essential

### **Hours of Work**

40 Hours per week (excluding breaks – 1/2 hour unpaid lunch break each day ) Working hours are 08:30 to 17:00hrs per day.



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