

**Apply for Logistics Officer using the link below:**

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Are you a highly motivated individual looking for a more rewarding position that puts your customer service skills to work?

Geiger UK has **immediate openings for a devoted Logistics officer!**

If you are looking for a rewarding career in a fast-paced ever-changing environment, then we want to hear from you.

“It is essential anyone applying for this role, has an end to end, in-depth understanding and knowledge of international global shipping with couriers and freight forwarders (including from South East Asia, India, China, and Europe) and is confident in implementing the processes around this at our site.”

**Key Purpose of Role:**

- Responsible for day-to-day liaison with our 3PL partners in UK and EU and keeping the business informed of any trends, rate changes, and market insights.
- Responsible for organizing, coordinating, and implementing the smooth and timely production and delivery of Geiger orders from vendors to customers to help maintain our target On Time In Full (OTIF) KPI of 95%+.
- Responsible for managing and updating a Shipping Schedule to track key ETD / ETA dates and proactively communicate any schedule changes to internal teams.
- Responsible for providing administrative support for logistics documents and customs queries to Operations; Customer Service; Sales; Production and Procurement teams.

**Key Tasks:**

- Liaise with our 3PL partners to confirm the ETD / ETA date for each consignment and maintain communication with vendors and their own freight forwarders/couriers to monitor the progress of each shipment, alerting the customer and internal teams of any changes.
- Help ensure that our 3PL partners are accurately and professionally briefed for new freight, warehouse, and fulfillment projects.
- Establish a Shipping Schedule template in XLS for tracking the key milestone dates for each shipment.
- Quality checking and updating customer delivery spreadsheets to ensure address and contact info complies with courier shipping requirements.
- Update the Operations, Procurement, Production, and Customer Service Teams in weekly meetings on the status of shipments and any issues and challenges with 3PL partners and couriers.
- Update the wider business in weekly Operations Call on the status of shipments and any issues and challenges with 3PL partners and couriers.

- Establish and maintain a positive relationship with our 3PL partners; couriers; internal sales, procurement, production, customer service, and warehouse operations team.
- Support internal Operations, Customer Service, Sales, Procurement, and Production teams with day-to-day logistics queries including confirmation of import tax and duty rates; completion of Commercial Invoices; Direct Representation letters; Commercial Invoices and associated customs paperwork.
- Chase 3PL partners, couriers, and vendors for Proof of Delivery (POD) documents and save them to the internal order management system (Acumatica).
- Receive, check and approve invoices from our 3PL partners and couriers for international freight shipments for our internal finance team.
- Prepare any shipping documents required for consignments, including but not limited to Packing List, Commercial Invoice, and Bill of Lading, using standard templates from Geiger or Vendor.
- Update internal Operations; Customer Service; Sales; Production; Procurement and Finance Teams on the delivered status of shipments so that customer invoices for the goods can be raised and issued to the customer for payment.

We are looking for someone that has solid experience in a similar role within a commercial organization or directly with a logistics/freight company, that would confidently ensure all protocols and procedures are followed, at all times.