

IMTECH UK: IMTECH ENGINEERING SERVICES CENTRAL POSITION GUIDE FOR

Site logistics Co-ordinator

Broad Description of the role:

Within this role the employee must provide support in respect of specific Procurement and logistic activities on the Eastbrook project.

Main responsibilities and key outcomes:

1. Co-ordinating material requisitions
2. Booking in of deliveries & site logistics
3. Management of material off loading
4. Control of site plant
5. Correct management of procurement procedures

Reports to:

Procurement Manager/Project Manager

Manages who:

N/A

Key Responsibilities:

Material requisitions

- Collate site material requests.
- Obtain quotations where required in line with project agreed supply chain.
- Speak directly with suppliers to enable query resolution.
- Prepare Import sheets for ERP

Site logistics

- Booking in of all deliveries via the DataScope.
- Ensure materials are off loaded and distributed

Job Description

- Manage site stores

Plant:

- Request plant via the procurement department
- Manage site plant registers
- Keep plant store tidy
- Ensure plant is PAT tested when required.
- Book in delivers and arrange off hires.

Other Duties:

- Provide support and cover for the Handyman or Driver.
- General filing and scanning of delivery
- Taking team meeting notes and issuing minutes.
- Assist in producing department reports.
- Respond to queries from customer and internal employees.
- General Stores duties to include clean and maintain organisation of General Stores area.

Capabilities to fulfil the role:	
Knowledge	<ul style="list-style-type: none"> • Relevant knowledge in the industry is desirable
Skills	<ul style="list-style-type: none"> • Information Management • Analytical and Evaluation skills • Excellent Communication skills • Good Interaction with Management skills • Using resources at disposal for best effect • Good IT skills
Behaviour & Attitude	<ul style="list-style-type: none"> • Positive attitude and behaviours that align with IMTECH core values • An exemplar for company values • Builds and maintains excellent working relationships • A positive, proactive approach determined to succeed

Job Description

Educational Qualification Required: (minimum)	<ul style="list-style-type: none"> • Good level of general education including Maths and English at GCSE Level
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Previous Work Experience Required:	<ul style="list-style-type: none"> • One year in the industry or two years in a similar role
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Competency	Level Required for this job: A = Mastery B = Comprehension C = Awareness
1. Strategic Orientation	C
2. Planning, Organising and Coordinating	A
3. Leadership	C
4. Interpersonal Relationships	B
5. Flexibility	B