

SOANE

BRITAIN

JOB TITLE:	LOGISTICS COORDINATOR
LOCATION:	SOANE BRITAIN WAREHOUSE, BATTERSEA
DEPARTMENT:	SALES SUPPORT
POSITION REPORTS TO:	SALES OPERATIONS MANAGER
DIRECT REPORTS:	NONE

Company Overview:

Soane Britain, led by Founder Lulu Lytle, designs and makes exceptionally well-made furniture, upholstery, lighting, fabrics, wallpapers and interior necessities that consistently reward the investment, adding joyful atmosphere to any interior.

Every Soane Britain design is made in Britain in small workshops that excel in traditional crafts, such as iron forging, chair making, precision engineering and saddlery. We have recently opened a new workshop in Leicester making rattan furniture and specialising in the wiring and assembly of lighting.

Soane Britain's client list includes international interior designers, decorators and architects with Soane Britain's designs found in many important private houses, chalets and yachts around the world as well as hotels, restaurants, members clubs, boardrooms and retail spaces.

For more information please visit www.soane.com or join our social media platforms on Facebook, Twitter, Pinterest and Instagram.

Purpose of the Position:

Soane Britain is looking for a Logistics Coordinator passionate about customer service to join our small team.

Based at our warehouse and storage facility in Battersea, the Logistics Coordinator will be responsible for the day to day deliveries to our UK, EU and Rest of World clients.

S/he will also be able to prioritise daily workload and ensure that all internal and external deliveries are made on time, minimising damage or delay.

This role will require co-operation with all other areas of the business but in particular Production and Sales. There will be regular travel to our Pimlico Road office, shippers and workshops.

Duties and Responsibilities:

LOGISTICS

- Request quotations for shipping and delivery costs with preferred partners and transfer this information to the client or relevant Sales team member within two working days
- Build a delivery schedule of all goods in and goods out dates, booking all client collections and deliveries both local and global. This includes liaising with the Sales and Production teams, shipping partners and online booking of some consignments with couriers
- Build and maintain relationships with existing shippers, and where appropriate, be proactive in the sourcing of different shipping carriers and methods, which are more cost effective or provide better service to Soane and Soane's customers
- Assist the Finance department in the maintenance of a record of Certificates of Shipment for VAT purposes. This will include the maintenance of a database, as well as liaising with shippers in order to obtain the correct documentation
- Complete and arrange shipping documentation, including liaising with the Chamber of Commerce and other export entities (for example, for the provision of Certificates of Origin etc.), as well as delivery notes and any other documentation required for export shipments

- Research and put into place any structures or procedure relating to shipping – including international customs procedures and requirements, as per the needs of Soane’s clients
- Deal with any problems arising in a timely and cost effective way, including insurance claims
- Arrange any additional required deliveries such as for Marketing photoshoots, furniture loans to clients and internal deliveries between Soane showrooms and US studios
- Manage Showroom stock items on Clearly Inventory and sample stock in the warehouse
- Securely package lighting orders that are being shipped via couriers to protect them in transit
- Maintain stock of packaging required and work with other departments of the business to improve packaging of our lighting
- Manage space in the warehouse efficiently ensuring products are stored securely
- Monitor and report on storage charges

SALES

- Equip the Sales team with everything they need to invoice clients for shipping or invoice clients for deliveries directly. Ensure that shipping revenue makes the agreed margin
- Orders to be delivered to clients providing excellent customer service, in a manner fitting the profile of our customer and quality of our designs

SUPPORT

- Support the Goods In, QC and Goods Out process
- Assist with stock management, stock-takes and the maintenance of stock records
- Help ensure that items are received in good order and on time from our workshops
- Packing assistance as required
- Provide holiday cover for Soane’s Logistics Coordinator based in Leicester remotely making sure the US orders are running smoothly

Skills or Qualities for the Position:

1-2 years Logistics experience required, ideally in a furniture and/or lighting business

Proficient in Word, Excel and Outlook

Experience working with 3rd party shippers

A Logistics Qualification an advantage

To apply, please send your CV to Sales.Support@Soane.co.uk