



JOB DESCRIPTION

LOGISTICS COORDINATOR (AIR FREIGHT)

ABOUT THE COMPANY

We are a leading time-critical logistics specialist, providing global time-critical delivery solutions to our customers, no matter what the geography, size, weight, distance or mode of transport.

We partner with and support our customers to meet complex and urgent international transport challenges by adding speed and flexibility to their supply chains.

Operating 24/7 365, we display a constant commitment to providing the fastest, most cost-effective and reliable solutions, time and time again.



Location
Madrid



Department
Logistics



Hours
40-hours per week



Salary
DOE. plus benefits

ABOUT THE POSITION

To plan and manage time-critical logistics solutions throughout Europe and worldwide, operating within strict time restraints ensuring all schedules and deadlines are met, concentrating on air freight, air charter and on-board courier solutions

KEY JOB RESPONSIBILITIES

- Offer bespoke solutions to clients, best fitting their needs
- Liaise with international air freight agents, airline operators & brokers to agree transport costs and ensure the best possible solutions are sourced to fit clients' requirements
- Create AWB documents & cargo manifests
- Arrange collection of VAT & duty where required
- Ensure compliance in-line with AEO standards, including worldwide customs formalities
- Provide pre-alerts to customs agents & clients, including the supervision of T1 creation and document closure
- Understand shipping incoterms
- Utilise must ride and standard air freight rates at the correct time
- Understand all risks involved with each shipment and mitigating that risk
- Calculate air freight rates, including understanding chargeable weight conversions
- Monitor the progression of transports advising the client at agreed milestones, and ensuring the transports are running to schedule

- Escalate any delays in transport to the Team Leader
- Understand the core competencies when arranging air charter, air freight & on-board courier solutions.
- Ensure non-conformances are raised and escalate as per ISO 9001
- Ensure our bespoke transport management system is correctly monitored and fully updated when required
- Answer incoming calls professionally and deal with any enquiries quickly



CANDIDATE REQUIREMENTS

- Logistics experience is essential
- 'Air' logistics experience is desirable
- Additional languages advantageous

REPORTING

- Responsible to (manager/post):
Team Leader
- Responsible for (staff/jobs):
N/A

WHAT WE OFFER



**Competitive
salaries**



**High calibre
team**



**Social team
events**



**Hybrid
working**



**Great annual
leave benefit**

**INVESTORS
IN PEOPLE®**
MAKE WORK BETTER