



JOB DESCRIPTION

AIR FREIGHT COORDINATOR

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
Frankfurt



Department
Logistics



Hours
Monday to Friday,
covering the hours
between, 7.00am to
10.00pm, on a rota
pattern (3 shift system)



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.

KEY JOB RESPONSIBILITIES

- Liaise with international air freight agents, airline operators and brokers to agree transport costs and ensure the best possible solutions are sourced, to fit clients' requirements
- Have an understanding of all risks involved with each shipment and mitigating those risks
- Calculate air freight rates, including chargeable weight conversions
- Monitor the progression of transports, advising the client at agreed milestones and ensuring the transports are running to schedule
- Ensure our bespoke transport management system is correctly monitored and fully updated when required
- Ensure air way bill's (AWB's) are issued promptly and in the correct manner
- Make bookings directly with the airlines
- Liaise with the handling agents in Frankfurt and the customs agents to ensure smooth handling processes at the airport
- Answer incoming calls professionally and deal with any enquiries quickly
- General administration, plus any other duties as required

CANDIDATE REQUIREMENTS

- Excellent spoken and written English
- Time-critical logistics experience is desirable
- Analytical and strategic planning skills
- Working knowledge of forwarding software & Microsoft Office
- Working knowledge of handling air freight and associated regulations

REPORTING

- Responsible to (manager/post):
Operations Manager
- Responsible for (staff/jobs):
N/A

WHAT WE OFFER



**Competitive
salaries**



**High calibre
team**



**Great annual
leave benefit**



**Social team
events**

**INVESTORS[®]
IN PEOPLE**
MAKE WORK BETTER