

# Logistics Coordinator – Galway & Shannon



*Logistics Coordinator*

*Leading  
Pharmaceutical  
Company*

*Galway & Shannon*

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## Logistics Coordinator – Galway & Shannon

- **Leading Pharma Company in the West of Ireland**
- **Excellent career progression opportunities along with a generous package**

**Oradeo Recruitment** is presently seeking interest for a Logistics Coordinator to work closely with all Supply Chain functions, Operations, Quality, and all freight forwarders to ensure timely delivery of material in dual locations Galway and Shannon.

### **Duties and Responsibilities:**

- As the person responsible for all logistics and related financial and regulatory requirements, this activity supports the financial, inventory and service goals of the site.
  - Agreeing and scheduling all inbound and outbound deliveries
  - Ensuring adherence to company quality control and compliance procedures.
  - Raise sales orders and create shipping documentation in accordance with company policies
  - Responsible for all logistic related compliance (example: preparation and submission of customs paperwork) requirements for ZOML
  - Prepare accurate reports for management
  - Check inventory, create, and maintain reports, load lists and logistical requirements
- 3rd Party Warehousing management

- Aid Customer Service team for outbound logistics and transportation, weekly shipping process
- Customs and export documentation as required
- Day-to-day performance of delivery partners ensuring Service Levels are adhered
- Support all audits relating to logistics (example: tariff classifications and customs declarations)
- Use logistics performance data to analyse and understand strengths, weaknesses, opportunities, and threats within the logistics operation and take appropriate action.
- Coordinate introduction of new shipping lanes or new providers.
- Support Local to Global Initiatives for Transport and Logistics Excellence.

### **Requirements:**

- Knowledge of logistics & supply chain planning and management
- Strong communication skills
- Ability to work to deadlines and produce outputs on a regular, timely basis
- Ability to use analytical tools to issue, support, and execute decisions
- Analytical skills and ability to extract meaning information from various sources of data
- Ability to communicate effectively both upwards and across the organization
- Act on own initiative, strong IT, administrative, planning, organisation and communication skills.
- Strong team player and demonstrated continuous improvement success.

**For more information about this Logistics Coordinator position or other opportunities, contact Tara Ryan at Oradeo Recruitment confidentially on +353 1 687 7188 or apply in confidence.**

**About Oradeo** – Oradeo Recruitment are specialists in the life sciences, pharmaceutical, construction & engineering sector. We are a leading service provider in Ireland, UK and Europe for professional recruitment services and the provision of managed labour in Construction & Civil Engineering, Data centres, Mechanical & Electrical, Life Sciences and Renewable Energies sectors