

## Logistics Coordinator - Inbound

<b>Job title:</b>	Logistics Coordinator – Inbound
<b>Function:</b>	<p>Manage the end-to-end supply chain, coordinating transportation, inventory, and vendor communications to ensure timely product delivery.</p> <p>Optimising shipping routes, maintaining inventory records, and resolving delivery issues.</p>
<b>Lines of Communication/</b>	<ul style="list-style-type: none"><li>• Upwards – Supply Chain Manager</li><li>• Internal – Supply chain team, category management, procurement and sourcing.</li></ul>
<b>Hours of work:</b>	40 hours per week 08:00 – 17:00 Monday – Friday
<b>Location:</b>	Office based. Must be available for occasional out of hours working.

### Live the Tower values:

- Role model. Understand our values and manage behaviour accordingly.
- Celebrate success. Recognise when others get it right.
- Reinforce our values. Speak up when Tower's values are challenged
- Show brand customer passion. Bring a fascination for customers and brands
- Demonstrate integrity. Earn the respect and trust of those you work with
- Show pride in working for Tower. Be rightly proud of your own and the team's accomplishments.

### Duties & Responsibilities

- Logistics & Transportation Planning: Scheduling and coordinating shipments, including selecting carriers and managing routes for efficiency.
- Inventory & Warehouse Management: Monitoring stock levels and storage capacity and maintaining accurate records.
- Communication & Vendor Relations: Liaising with suppliers, customers, and transport providers to ensure smooth operations.

- Documentation & Compliance: Ensuring all shipping methods comply with legal regulations and maintaining documentation for imports.
- Problem Solving: Troubleshooting delays or damages to goods to minimise impact on the supply chain.
- Outstanding PO delivery follow-up
- Scheduling deliveries
- Purchase order receiving

### Skills & Experience

- Distribution / warehouse / logistics coordination experience
- Good understanding of import regulations and handling
- Familiarity with ERP or inventory managements systems advantageous
- Working knowledge of tracking tools and Microsoft Office. Intermediate to advanced knowledge of Excel essential.
- Experienced with reviewing costs and data to improve logistics efficiency.
- Experience with shipping desirable
- Working understanding of 3PLs and 4PLs
- Experience in leisure / hospitality / FMCG desirable

### Skills & Personal Attributes:

- Great communication skills to keep all stakeholders updated with issue resolution
- Highly organised and able to multitask and prioritise. Capability to manage multiple orders and deadlines simultaneously.
- Excellent diagnostic and problem-solving abilities
- Ability to work independently and make decisions with minimal supervision
- Self-starter/proactive with a 'can-do' attitude
- Attention to detail with high standard of performance
- Possesses high standard of integrity
- Values collaboration and team building
- Demonstrates common sense and good judgement in pressured situations
- Occasional out of hours work
- Ability to travel

**Personal Attributes:**

- Passionate about delivering outstanding customer service.
- Results orientated with a “can do” attitude and approach.
- Commercial mindset – able to understand commercial decision making.
- Resilient and adaptable in high-pressure environments.
- Strong problem-solving skills and a proactive approach to challenges.
- Excellent interpersonal and communication skills.
- Self-starter; able to organise self and others to achieve goals.
- A keen eye for detail and a commitment to maintaining professional standards.

Last updated: February 2026