

Volker Gruppe Job Description

Logistics Administrator

Location: Bangor, Northern Ireland | **Department:** Logistics Department

Role Summary

The Logistics Administrator plays a key administrative support role within the Logistics Department, ensuring the smooth, timely, and cost-effective movement of goods and materials. This role requires excellent organizational skills and attention to detail.

Key Responsibilities

- Process and track all logistics documentation, including delivery notes, invoices, and customs paperwork (where applicable).
- Coordinate with internal teams, suppliers, and transport providers to schedule and monitor shipments.
- Maintain accurate inventory and logistics records within the company's management systems.
- Resolve administrative and logistical issues, such as delivery discrepancies or delays.
- Prepare regular logistics reports for management review.
- Manage communication related to transport and delivery schedules.

Required Skills & Qualifications

- Proven administrative experience, ideally within a logistics, transport, or supply chain function.
- High level of proficiency in Microsoft Office Suite (Excel, Word) and logistics/ERP software.
- Exceptional organizational skills and ability to manage multiple tasks simultaneously.
- Strong written and verbal communication skills.
- Meticulous attention to detail.