



Logistics Coordinator

Job description

Position Summary

As Logistics Coordinator, you will be responsible for Goods-In/Out receiving and shipping of specialist parts; undertaking inventory checks to track the movement of ordered parts and managing the storage of parts. Other duties would include the management of COSHH materials, tooling, lifting equipment and test/calibration equipment.

Hours

37 hours per week basic with overtime as necessary to fulfil the role.

Responsible to

Operations Manager, HPI Energy Services Ltd.

Responsible for

Assigned resources.

Location

HPI Energy Services Ltd., Lincoln, UK.

Main Responsibilities

- Ensure personal compliance with the Company's Health, Safety, Environmental and Quality requirements at all times.
- Manage the efficient receiving and storage of ordered parts and equipment returned for maintenance or repair.
- Manage the efficient packing and shipping of parts and equipment to customers worldwide.
- Manage the storage and use of COSHH materials in accordance with Company Procedures and Health & Safety legislation.
- Manage the maintenance, calibration and allocation of tools.
- Manage the maintenance, calibration and allocation of lifting equipment including cranes, fork lifts, slings and shackles etc.
- Assist with parts kitting for control panel build.



- Keeping Stores area clean, organised and tidy
- Assume responsibility, either individually or as part of a team for the execution of assigned work scopes.
- Effectively apply our methodology and work standards.
- Interface with Engineers, Project Managers, Technicians, and external suppliers to ensure effective and efficient work scope completion.
- Resolve and/or escalate issues in a timely fashion.

General

To carry out any other duties commensurate with this post as directed by the line manager or Directors.

Professional Qualities

- Demonstrable ability to perform the work scopes in a safe, effective and professional manner.
- Be able to pre-empt potential problems and provide effective solutions.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Keeps track of lessons learned and shares those lessons with team members.

- Good communication skills (written and verbal)
- Computer literate
- Full current driving licence
- Qualified to operate Forklift (preferred but training can be provided)
- Qualified to operate Overhead Crane (preferred but training can be provided)
- Ability to maintain Company integrity through confidentiality and discretion.
- Ability to embrace change
- Willing to continue personal professional development

EEO Statement

HPI Energy Services, LLC is an Equal Opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.