



Logistics Coordinator – Job Description

Position Title		
Based	Ashburton	
Reports to	Supply Chain GM	
Direct Reports	Dispatch Clerk	
Overall Purpose	To provide efficient, cost effective, and reliable planning and coordination of logistics operations, ensuring the timely movement of goods through the supply chain while optimizing resources and maintaining service quality.	
Relationships	Internal	Production, Sales & Planning
	External	Shipping Lines & Freight Forwarders, Transport providers, Cold storage (3PL)
Delegated Authority	<ul style="list-style-type: none"> • Authorise transport and logistics arrangements within approved budgets • Make operational decisions to ensure timely movement of containers • Approve changes to schedules to manage disruptions • Escalate exceptions or costs outside agreed parameters 	

Key Accountabilities	
Responsibilities	<ul style="list-style-type: none"> • Book export container shipments with external providers • Ensure availability of containers from providers to meet booking requirements • Liaise with shipping lines, transport providers, ports and internal stakeholders to ensure the optimal shipping arrangements are in place and executed • Monitor container status, including arrivals, delays & availability • Optimize container utilisation, transport route (Truck/Rail) and scheduling to minimise costs • Ensure accurate and timely documentation for all shipments and movements • Track and report on logistics performance, including delays, costs, and service levels • Proactively manage disruptions, including port/ship delays, transport issues, or storage constraints • Ensure compliance with all regulatory, safety, and company requirements • Maintain accurate record within logistics systems and update stake holders as required • Undertake capacity planning for the movement of packed and bulk product, ensuring optimal utilisation of transport and storage resources

	<ul style="list-style-type: none"> • Validate and approve logistics and freight invoices, ensuring accuracy, complains with contractual rates and timely processing
General Office Duties	<ul style="list-style-type: none"> • Maintain accurate and up-to-date records, files, and documentation within the systems • Prepare and update reports, spreadsheets, and tracking tools as required • Manage email and phone communication in a timely and professional manner • Coordinate meetings, booking, and logistics related administrative tasks • Assist with documentation preparation, including shipping and compliance paperwork • Ensure adherence to company policies, procedures and administrative standards • Contribute to a well organise and efficient office environment • Assist with domestic or other supply chain duties as needed to balance workload across the team.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Ensure Season's Best policies and procedures are consistently always followed. • Report hazards promptly and make recommendations to eliminate, isolate, or minimise risks in accordance with workplace safety requirements. • Support the prevention of safety breaches and workplace injuries by following safe work practices and encouraging others to do the same.
Other	<ul style="list-style-type: none"> • This position description is a basis for duties but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee. • The Employee will also be required to undertake duties from time to time as are reasonably as reasonably requested by Management

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	<ul style="list-style-type: none"> • Previous experience in logistics, transport planning, or supply chain operations • Experience coordinating container movements, shipping or freight operations • Strong understanding of transport scheduling, storage coordination and logistics processes • Experience working with logistics, ERP or transport management systems • High level of proficiency in Microsoft Office, particularly Excel • Proven ability to manage multiple priorities in a fast-paced environment • Strong attention to detail and accuracy in documentation and data entry
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of container shipping and port operations • Ability to plan transport and manage capacity • Analytical ability to evaluate multiple options and make good decisions efficiently
Personal Attributes	<ul style="list-style-type: none"> • Highly organized with strong attention to detail • Proactive and able to take initiative in a dynamic environment • Strong problem-solving mindset with the ability to remain calm under pressure • Reliable and accountable, with a strong sense of ownership • Positive and collaborative team player • Adaptable and responsive to changing priorities and operational demands. • Results-driven with a focus on continuous improvement • Strong work ethics and commitment to achieving outcomes • Professional approach with high levels of integrity

Key Performance Indicators (KPIs)

- KPI 1 On-time delivery performance
- KPI 2 Transport & logistics cost efficiency
- KPI 3 Container turnaround times
- KPI 4 Accuracy of documentation

Name		Date	
Signed			