**Job Title: Logistics & Stores Manager**

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| **Role Purpose (position scope)** |
| * The Logistics and Stores Manager will lead a multisite team responsible for the Movement and Warehousing of Goods to support Business Operations. This includes responsibility for the compliance to Imports/Exports and Licensing Regulations and adherence to appropriate CAA Part145 Regulations
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| **Line Manager** | **Direct Reports** |
| Head Of Procurement & Supply Chain | 15 Across 6 UK Sites |

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| **Key Responsibilities** |
| * Ensure compliance with import/export regulations, supporting the smooth and efficient movement of products globally
* Proficiency in completion of customs declarations to include (but not limited to), import/export and BODs
* Implement and apply for customs regimes, such as IPR, customs warehousing etc.
* Ability to lead on customs audits
* Support continuous improvement initiatives, such as trade automation and process optimisation
* Train and share customs knowledge with the logistics team
* Identify and manage risks associated with Logistics Providers & Supply Chain Partners
* Safety first. Operate in accordance with the SHE Technical standards. Identify where the SHE Technical Standards are applicable to appointed operations/tasks and apply safe systems of work identified.
* Apply countermeasures identified in applicable risk assessment to appointed operations/tasks.
* Ensure the correct location and issue of parts held in and issued from Stores locations, utilising the Company Inventory Management Database.
* Control, issue and maintenance of tooling in accordance with Company Procedures.
* Control and restocking of COSHH cupboards.
* Control and restocking of AGS and consumables.
* Responsible for all GFE transactions.
* Responsible to the for the replacement of faulty tooling using normal Company purchasing process.
* Carry out stock taking as required.
* Ensuring storage areas are clean, safe and well managed.
* Fork Lift Operations in support of Stores functions.
* Safeguard Store operations and contents by establishing and monitoring security procedures and protocols.
* Ensure deliveries are checked to ensure correct documentation as per the appropriate company processes.
* Goods Inwards Inspection IAW Company Procedures.
* Ensure correct labelling of parts.
* Arrange all items required for shipping.
* Ensure correct packaging, labelling and documentation of despatched goods including Dangerous Goods and Controlled Goods and in a timely manner.
* Ensure that Stores transactions are completed with accuracy and integrity.
* Manage and monitor all shelf life controlled items per Stores procedures.
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| **Key Deliverables** |
| * Drive Value and identify Cost saving opportunities
* Risk management
* Complete and accurate stock management
* Introduction and implementation of new Logistics Suppliers.
* Timely processing of inbound & outbound shipments
* Co-ordination and Management of AOG Events with wider Draken Procurement and Supply Chain Organisation
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| **Core Skills** |
| * 5 Years+ Experience as a Logistics / Purchasing Manager
* Proven experience in managing a Global Logistics Supply Chain
* Significant Customs experience especially with of both Import and Export Regimes e.g IPR/Customs Warehouses/Carnets/IOR Requirements
* Experience working with Logistics in the Aerospace/Defence or Other MRO industry - Highly Desirable
* Experience of managing Logistics & Service contracts
* An understanding of key contractual principles
* Experience working as part of a project team, Strong business acumen with the ability to clearly recognise risk elements in business transactions and develop strategies for mitigating risk
* Experience working within a Bonded Store or Controlled Stores environment – Desirable
* Education to Degree standard to meet with Saudi residency requirements
* Dangerous Good packaging trained – Desirable
* Operating within an ERP system & understanding the key principles of ERP - Desirable
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| **Key Measures** |
| * On time delivery
* Efficient use of Customs Regimes to allow the movement of goods in a cost effective and timely manor
* Delivery of projects within agreed budget, cash, price and revenue.
* Risk mitigations implemented on time as per plan
* Key Measures Supporting Continuous Improvement within the Store and proposing changes to improve efficiency, where possible.
* Ensure that tooling & Inventory is always controlled and accounted for.
* Ensuring appropriate and timely throughput of Inventory of all items to meet Operational demands.
* Ensuring appropriate and timely and output of all shipments
* Clean record for Import & Export compliance
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Job Holder: Signed:

Manager: Signed:

Date: