**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 |

Job Holder: Signed:

Manager: Signed:

Date: