

## Logistics Coordinator, Full-time, Bristol, UK

At Graphcore, we're optimistic for a future where people live healthier, more informed, more creative lives. We see a world where technology enhances human potential and takes us into a new era of intelligence and progress that everyone can benefit from.

We know there are innovators who can build this future and we understand their ambition, and their challenges. So, we've built a totally new processor which allows them to go for it. We constantly push boundaries so others can do the same.

**The future is coming. We're just bringing it closer.**

### RESPONSIBILITIES

- Packing of items ready for despatch
- Obtaining, checking and preparing the necessary documentation to ensure shipping requirements are met
- Adhering to all product code classifications to ensure the correct customs duty is paid
- Arranging customs clearance and delivery for inbound shipments
- Updating shipping tracker on our internal data base as well as data entry for purchase orders, ready dates, departures & arrival info onto multiple excel spreadsheets
- Working with freight forwarding companies, shipping lines and haulage companies to achieve an efficient and effective service
- Utilising e-commerce, internet technology and satellite systems to enable real time tracking of goods
- Providing an accurate delivery schedule for the business to co-ordinate across departments
- Monitoring of the receipt of goods in to the Bristol office, tracking of Purchase Orders issued versus goods received
- organisation of the storage of goods received, tracking & auditing of inventory in to the Bristol office
- Working closely with freight forwarders to build strong business relationships
- Communicating the timings of deliveries into the Warehouse with various teams across the business.

With the planned growth of the organisation the role will evolve to include setting up of a Sales Order fulfilment process, including order acknowledgement and ensuring customer orders are fulfilled by shipping product to the customers directly from off shore manufacturing locations.

### KEY SKILLS

- Previous international shipping experience would be advantageous
- Experience of working with domestic and international suppliers
- Strong team player with excellent communication skills both written and verbal with good written and spoken English
- Previous administration experience is essential
- Excellent analytical and numerical skills
- Strong excel skills with the ability to run reports and manage multiple spreadsheets ,
- Strong organisational skills with previous experience of working to deadlines
- Self-motivated

This is an excellent opportunity for the right person to be involved at the start of setting up a global logistics operation and to grow their skill set into all aspects of logistics and supply chain