

Logistics Support / Driver, Singapore

Seatronics Vision and Mission

Seatronics are the Marine Technology Specialists. With our solution focused culture, engineering strength and extensive product knowledge, our vision is to remain the leading provider of marine electronics solutions to the global subsea market. We supply specialist subsea solutions pursuing excellence both in engineering capability and customer support. Our continually developing expertise allows us to provide full service capability on demand encompassing rental, sales, service & repair, calibration, personnel and asset management.

Overall Purpose of Role

The Logistics Co-ordinator/Driver is responsible for the accurate control of goods in/out, stock, asset control, rental equipment and to ensure these are transported accordingly.

Relationships: Reports to Logistics and Compliance Manager, liaises with Line managers, engineering teams and contractors.

Key Responsibilities and Accountabilities

The responsibilities of the post holder will include but not be limited to the following:

Goods Inwards

- To receive in all goods delivered to the company.
- Carry out inspection of goods received - checking for damage to, quantity of and quality of items received.
- Check hire returns against dispatch notes and report any anomaly's or damages to Operations Manager.
- Ensure that all equipment is accurately tagged & quarantined at the time of receipt.

Goods Out

- To adequately package all orders for safe delivery to the customer.
- To liaise with the various carriers used for delivery to customers.
- To be responsible for arranging the most cost effective delivery solution for all customer orders, cable or other Rental deliveries.

General

- To keep the goods in / out / stores areas free of hazards to comply with Health and Safety requirements and the company's Health & Safety Policy.
- To assist with regular stock checks when required.
- To undertake any other duties, from time to time, as can be reasonably requested by the company.
- Overseeing the planned maintenance of vehicles, machinery and equipment along with completing daily checks
- Assist in any requests and assistance required by the Workshop Manager.

Experience and Qualifications

- NTec in Business Management or relevant subject
- Experience in freight/shipping and logistics control

Skills and Knowledge

- Excellent organisational and time management skills
- Exceptional attention to detail with good analytical skills
- Strong problem solving skills
- Knowledge of goods in-out processes
- Strong communication skills; e.g. report writing, customer service

Personal Qualities

- Customer focused with a forward thinking attitude
- Ability to work as part of a team
- Ability to work and make decisions unsupervised
- Outgoing team player with a professional approach able to communicate at all levels
- Ability to support the Sales Engineer in his/her duties
- Ability to work to tight deadlines and remain calm under pressure
- Conscientious and helpful

Work Requirements

- Ensure effective self-management to work in accordance with the company's values, goals and objectives.
- Willingness to maintain Continual Professional Development to ensure your own knowledge base enhances Seatronics' capability and that you comply with the company's policies, processes and principles.
- Maintain integrity by being honest and transparent with staff, clients and suppliers in line with business policies.
- Highlight new technologies or working practices which may benefit the company by way of the Process Improvement Report (PIR) process.
- Actively participate in regular team and company events as required.
- Ensure we focus on being customer centric by developing good relationships with clients and suppliers and providing outstanding levels of service to ensure client needs are met on time, every time.
- Participate in the leadership and commitment of QHSE to ensure there is zero harm to our people, the environment and equipment.
- Take an active role in ensuring the quality of our products and services fully meets customer requirements.
- Ensure you work in line with various areas of compliance, including but not restricted to Customs/Export Control/Import/Anti-Bribery/Quality Assurance (QA).
- Ideally have a clean driving license and the ability to travel to global companies when necessary.
- Ensure you are deemed fit for the role or assignment being undertaken by undertaking medical examinations/tests and/or vaccinations in line with local legislation.

Competency requirements

Essential competencies that are critical for job success

6.2 Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

7.2 Coping with pressures and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

1.1 Deciding and initiating action

- Makes prompt, clear decision which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Initiates and generates activity

7.1 Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people and regional differences
- Deals with ambiguity, making positive use of the opportunities it presents

Desirable competencies for job success

6.1 Planning and organizing

- Sets clearly defined objectives
- Plans activities and projects well in advance and take account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

8.1 Achieving personal work goals and objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of development or training opportunities
- Seeks progression to roles of increased responsibility and influence