



MANUAL OPERATIONS MANUAL
DOCUMENT JOB DESCRIPTION – DOCUMENTATION AND LOGISTICS COORDINATOR

Team Member:

Position Title: Documentation and Logistics Coordinator

Reports To: General Manager Marketing

Duties and Responsibilities

1. Policy
 - Assist the General Manager Marketing to develop, review and implementation of marketing policies and programs.
2. Planning
 - As part of a Team you are to assist in planning associated with the effective operation of the company's marketing operation.
3. Operations
 - Assist the marketing team with production planning, logistics, documentation and domestic deliveries.
 - Daily liaison with the plant on product loadout and documentation.
 - Liaise with shipping and freight companies on bookings and returns
 - Order entry and preparation of invoices
 - Assist with the generation of export documentation to ensure the timely delivery of product to the customer
 - Assist the marketing team with inspecting production from time to time to ensure the customer's requirements are being met
 - Assist in the general administration of office duties, including mail and telephone duties.
4. Staff
 - Promote an effective team environment..
 - Ensure the company's shared values are adopted and maintained.
 - Assist with the training of staff to improve sales and service.
5. Authority
 - To seek authority from the General Manager Marketing for all expenditure.