

# SOANE

BRITAIN

Job Title: Logistics Co-Ordinator

Location: Pinfold Rd

Department: Logistics

Position Reports to: Logistics Manager

## Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit [www.soane.com](http://www.soane.com) or join our social media platforms Pinterest and Instagram.

## Purpose of the Position:

This is an exciting role within the Logistics department that has been created to support growth in Soane fabric and wallpaper sales. The Logistics Co-Ordinator will play a pivotal role in ensuring the seamless movement and delivery of Soane Britain pieces to our valued customers and supporting other departments in efficiently managing ad hoc tasks. This role is suitable for someone with an eye for detail and the ability to achieve the excellent standards for which Soane Britain is well known.

Due to the nature of the small team at the warehouse the role will require a can-do attitude, and the candidate must not be afraid to get stuck in with the task at hand, be enthusiastic and self-motivated.

## Duties and Responsibilities:

- Coordinating end-to-end process of fulfilling furniture, lighting, fabric and wallpaper client orders, ensuring accurate and timely delivery
- Issuing and filing export documentation to comply with export rules and regulations and avoid customs delays
- Liaising with customers to provide shipping costs and considerations, shipment updates and resolve any delivery-related issues with a high level of professionalism and courtesy
- Managing ad hoc courier bookings process required by the wider team for internal and external deliveries and maintaining meticulous inventory records of stock movements
- Ensuring that all items are handled and stored in a manner that preserves their pristine condition and adheres to industry best practices.
- Collaborating with team members to plan and optimize delivery routes and reduce shipping costs while maintaining the utmost care for delicate items.
- Establishing and maintaining strong relationships with suppliers and logistics partners
- Ensuring logistics costs are signed off correctly to achieve P&L goals
- Assisting in the warehouse at busy times.

## Qualifications for the Position:

- Quick learner with an outstanding attention to detail
- 3 years' experience in an administrative or logistics role, ideally in furniture or fabrics industry
- Excellent IT, Excel and communication skills
- Knowledge of SAP Business One an advantage
- Ability to work effectively in a small team and adapt to changing priorities

For details of Soane's benefits, including long term service benefits, please refer to the current Benefits Sheet.

Date: 26/11/24

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LONDON NEW YORK

[WWW.SOANE.COM](http://WWW.SOANE.COM)

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