



3 Oakland Road,
Leicester, LE2 6AN
W: www.linx-com.com

Logistics Administrator

Job Description - Linxcom UK Ltd has established itself as an international supplier in networking and telecommunications end to end solutions. We work closely with our customers and embrace the latest technology to innovate and provide our customers with the best and most cost-effective solutions.

Business development representative - Our employees are important to us. We empower and inspire them to perform, offer opportunities to grow and we recognise and reward their contribution. They are proud to work for a company that respects them and broader communities, and they trust us to be financially sustainable, so we are successful now, and in the future.

Job Specification - The Logistics Administrator should be results-driven responsible for all supply chain administration duties including selecting couriers, researching shipping methods, assessing budgets, and organising and liaising with the warehouse manager on storage and deliveries.

Duties include: • Plan, organise and optimize deliveries, working within necessary constraints of dates, routes and shipping methods

- Plan collections and monitor performance
- Negotiate contracts and rates
- Effectively monitor the logistics & warehouse
- Maintain Health, Safety and Environmental Compliance
- Plan and monitor inbound and outgoing delivery
- Dealing with Service/Lorry Drivers
- Supervise logistics, warehouse, transportation and client services
- Evaluate Budget and Expenditures
- Communicate logistic needs with the leadership team.

The successful applicant should: • Ideally be experienced in a similar role • Have excellent IT skills • Have good people and customer service skills • Be a great team player • Focus on accuracy to detail • Be adaptable and resilient.

Job Type: Full-time, Permanent

Hours: 9am - 5.30pm – Mon- Friday, with 45mins lunch break.

Salary: £18k – £20k depending on experience

**Application: Please send CV and covering letter to:
mahendra.patel@leicester.gov.uk**