

JOB DESCRIPTION

Job title	Global In-House Coordinator
Reports to	Senior Global Account Manager
Location	Client’s Office (London Bridge) x 3 days per week
Key interface	Operations, Client Solutions Group, Client

Job purpose

To support one of SEKO’s key accounts with their global freight management, working alongside SEKO operation departments. This is an entry level role into the account management world, working closely with various departments within the clients head office, with exposure to the day/day workings of a retail environment.

Key duties and responsibilities

Key Result Areas	Performance Indicators	Critical Tasks
<u>Managing inbound flow from suppliers</u>	<ul style="list-style-type: none"> Ensuring that all shipments achieve there KPI target at Origin, Transit and Destination. Managing SEKO 360 to ensure Origin and Destination are following the correct procedures. 	<ul style="list-style-type: none"> Work closely with Operations and other Seko offices to ensure all shipments are on time and delivered within the agreed KPI target. Daily check that Origin and Destination offices are updating SEKO 360 correctly.
<u>Acting as CT DC liaison.</u>	<ul style="list-style-type: none"> Prioritise deliveries into the UK AND US DC Monitor all inbound shipments to the US, to ensure all shipments have ASN’s. Proactively dealing with Shipping delays affecting deliveries to both the US and UK. Arrange the weekly Air freight Shipment from UK to US (where applicable) 	<ul style="list-style-type: none"> With assistance from the Merchandising team, ensure all deliveries are prioritised in order of importance. Work alongside the Branch Merch team to ensure Packing lists are uploaded and SEKO 360 is correct. Ensure all B+M teams and GoodsIn are kept updated and recommend solutions where possible. Arrange the collection with the Seko Export team

		and complete the necessary paperwork.
<u>SEKO/CT Account Management.</u>	<ul style="list-style-type: none"> • Completing Cost Per Unit analysis for budgeting purposes • Advising on correct commodity codes each season and ensuring they are used. • Airfreight approval process. • Seko Freight Invoices 	<ul style="list-style-type: none"> • Check costs are within budget and the correct amount of freight per product type and propose changes where necessary. • Send internal SEKO team product details and they will advise the Commodity codes for the US and UK. • Ensure that all Air freight shipments have been approved by the director of Merchandising • Checking all invoices and submitting them on time to Finance department.
SEKO OFFICE ENGAGEMENT	<ul style="list-style-type: none"> • Participate in AM reviews and team meetings • Visit SEKO Egham at least once per month 	
ADHOC PROJECTS	<ul style="list-style-type: none"> • As identified and agreed with Seko Management 	

Qualifications and key skills

Qualifications include:

- Strong communications skills
- Team Leadership ability
- Business/ Commercial Acumen
- Relationship Management ability
- Problem solving
- Cultural empathy
- Selling skills
- Self motivation
- Project management
- Intermediate excel & word skills

Other Duties

- To apply and practice unit rules and regulations and comply with contractual requirements and handbook policies.
- To apply and practice Health and Safety instructions and regulations
- To apply all Statutory requirements as instructed
- Embrace, demonstrate and promote good customer service at all times

- Undertake a programme of personal development in line with the company process
- To protect and ensure the security of the building and the goods and items within it.
- Undertake any other duty deemed reasonable by your manager

Working conditions

Working conditions may include working with challenging clients, and in a highly targeted fast paced environment. The job holder is required to adequately manage themselves in an environment with the pressure of a fast paced and highly targeted work environment and to communicate any excessive pressure or other types of demands.

Physical requirements

This role requires particular physical attributes due to its nature and tasks. A standard of physical health and fitness is required i.e.:

- good vision, good hearing,

Additional Information

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. Agreement to this job description does not confirm employment status. Employment or worker status will be confirmed alongside all notable terms, within the offer letter and contract of engagement or worker agreement.
