Role Profile

Role Title	Logistics Administration Support
Business group and team	Secure Global Services – Logistics & Supply Chain
Job Purpose Overview	This role will provide Administrative support to the Logistics Senior Management Team. It will require significant IT skills (in particular Microsoft Suite) to source and present Management Information and a well-ordered mind to administrate Governance and Security requirements. The role will be based in Hanslope Park but may require frequent and regular trips to KCS. Due to the cross-logistics nature of the role the successful applicant will require DV Clearance.
Organisational position	

Logistics Management Structure (June 2019)

Date Updated	15 March 2019		Updated By		SF
Current / Applied Grade	A2	Job evaluation date		Confirmed grade	A2

JOB RESPONSIBILITIES

Main responsibilities:
- Sourcing of Operational data and presenting in monthly (agreed) formats
- Calculating Monthly Hours Worked and Overtime
- Collating monthly Health & Saftey statistics
- Collating, presenting and chasing outstanding monthly outstanding Credit Card amounts
- Collating other data and presenting as required
- Manage Minutes and Actions of Dip Bag Meetings
- Manage Minutes and Actions of Team Meetings
- Book and help plan off site meetings and accommodation
- Become conversant with processes and administration of QMs office
- Support QM's office at KCS as appropriate
- Where possible replicate KCS activity to HP
- Support for ad hoc projects and meetings
- Booking accommodation, travel and meeting rooms
- Manage Minutes and Actions for meetings
- Assist in the collection and preparation of diplomatic bag charging data form CMAC's system.
- Adapt other Logistics charging data and creation of SDN's, forwarding to customers and billing team.
- Update and administer the Logistics Planning team 'Specials Quotes' spreadsheet.
- Assist with general duties in KCS logistics admin office.
- Create requisitions and receipt supplier invoices.

KNOWLEDGE & KEY SKILLS

Essential:
- IT literate with extensive practical experience of the Microsoft Office Suite
- Excellent communication and organisational skills
- Able to work effectively as part of a team
- Motivated, self starter who can work without close supervision

Desirable:
- Experience of project/programme management support
- Experience of Requisitioning
- Experience of Billing customers

CORE COMPETENCES

Top three for job:
- Delivering at Pace
- Delivering Value for Money
- Managing a Quality Service

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:
- Positive feedback from peers
- Tasks planned and targets achieved
- Successful completion of tasks without close management supervision

Budget Responsibility? N	If YES, how much: £ N/A	If NO can they authorise payments? N
Reports to: **(Role Title and Grade)**	Finance & Administration Team Leader (C4)	

Direct Reports: (Number and grades of staff)	None