

## Operations Co-ordinator

Full time, permanent

Based at Denmore Road, Aberdeen

### Job Description

To co-ordinate and administer the effective delivery of hire (ad-hoc & dedicated), rental and sales quotes to agreed delivery timescale.

### Key Responsibilities

- Overseeing and administering of deliveries and other logistical requirements.
- Overseeing operations and Inbound / Outbound Logistics, scheduling import and export shipments (by air, sea or land).
- Liaising between office and workshop/yard functions.
- Answering telephone and email enquiries and acting as initial point of contact for clients.
- Preparation and submission of quotes in consultation with Proposals & Logistics Manager and management.
- Tracking quotations.
- Provision of technical advice and information to clients and prospective clients.
- Update of information in rental and certification databases.
- Preparation and submission of sales invoices.
- Produce system generated management reports.

### Skills & Experience:

- Minimum of 1 years' experience in a similar role
- Previous experience in a Logistics related role would be advantageous
- A flexible work attitude
- A thorough understanding of the sale and hire/lease processes.
- Ability to work independently and collaboratively.
- Excellent communication skills.
- Attention to detail and accuracy of work.
- Time management skills and ability to constantly re-evaluate priorities.
- Ability to identify and resolve problems satisfactorily.
- Experience and knowledge of the offshore container industries
- Good working knowledge of administration systems

### Qualifications:

- Minimum – Standard grade passes or equivalent in English & Maths.