

	<h1>Job Description</h1>	<table> <tr> <td>Created:</td> <td>E. Kwan</td> </tr> <tr> <td>Edition:</td> <td>1</td> </tr> <tr> <td>Date</td> <td>Apr 20, 10</td> </tr> </table>	Created:	E. Kwan	Edition:	1	Date	Apr 20, 10
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<h2>Logistics Specialist</h2>

Target: This position is an integral position within the supply chain of Harting and fulfills various control and guardian roles. The main tasks are to support with all daily logistics operations in Supply Chain of China.

Reporting Line: Directly reports to Customer Service & Logistics Manager, China

Job Responsibilities:

- The position is an integral position within the supply chain of the company and fulfills various control and guardian roles include below accountabilities,
- **MRP Controlling,**
 - Responsible to review the demand and release purchase order to supply plant, 3rd party vendor and co-ordinate on rescheduling. Keep track on time supply.
 - Maintain material master.
 - Support Customer Service in logistics arrangement.
 - Coordinate on Marketing sample purchase order and delivery.
 - Build and review safety stock, plant forecast, slow/non-moving to benchmark the stock risk and service level.
 - Coordinate on RMA from customer to Vendor.
 - Close communication with the Customer Service team to get the shipment within order promise date. Follow urgent shipment and prioritize the shipments. Shorten transportation lead time.
- **Import/Export process,**
 - Tracks, manages and solves issues related to Import/Export processes.
 - Maintain logistics database, and monitor for hardcopy archiving.
 - Identifies potential areas of non-compliance and risk through audits and periodic reviews. Develops and implements corrective action plans and procedures for resolution of these issues.
 - Provide import/export trading solution for customer.
 - Acts as primary contact with local customs authorities and other applicable governmental agencies.
 - Monitor regulatory changes affected by import and export regulations, and adjust business procedures accordingly.
 - Identify and Designate accurate customs classifications of all products imported or exported.
 - Develops training modules for logistics team and for partners to ensure awareness of Import/ export compliance regulations and processes.
- **Logistics operation monitoring,**
 - Follow up transportation related customer complaints and claim for product damage or/and loss for compensation.

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- Liaise with warehouse to ensure smooth GR/GI process and monthly review the operation problem.
- Checking on Vendor invoice and monitoring vendor's performance.
- Maintain records and prepare reports of operational logistics costs.
- Optimize on-going logistics performance via close coordination with CS team, warehouse, broker, transportation provider, supply plant and supply chain AP to provide best solutions based on cost, lead-time and customer satisfaction.
- Undertake additional tasks requested by the manager.

Requirements:

- Bachelor/College degree or equivalent in Supply Chain Management / Logistics.
- Over 5 years working experience in the field of supply chain/ logistics related to electronic component industry in multinational companies
- Knowledge in SAP R/3 (main focus on MM and SD) is preferred
- Subject specialist in the fields of Import/Export Management, including import and export procedures (CIQ operation and customs clearance processes) and trade compliance regulations, transportation/distribution methods and procedures, familiar with local carriers, freight forwarders, customs brokers, and typical fees, services and rates.
- Fluent in business English(written and spoken) and able to speak Putonghua is an advantage
- Willingness to travel, flexibility and ability to work under pressure
- Good team work spirit and good time management ability
- Proactive, result-oriented, self-initiative personality
- Good computer literacy