



PR/118204 | Logistics Shipping Executive

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1559357

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:16

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title

Logistics Shipping Executive, UK & International

Salary

GBP 38,000 - GBP 45,000 per annum

Job profile

An international beverage distribution company is seeking an experienced Logistics Shipping Executive to help drive their growing business forward.

JOB DESCRIPTION

Main responsibilities

- You will be working in our logistics and Operations department which is a core function on our business.
- You will be responsible for a range of customers or geographic zone and report for day to day matters into the Senior shipping manager
- You will be working in shipping files that cover : UK, EU and international shipping
- You will have process PO's and SO's by agreed times – flag in advance if there are problems
- You will ensure that all orders are received and entered in our ERP system in a timely fashion based on an agreed order receipt profile with 100% accuracy of order entry
- Ensure that for all your files all the shipping documents are raised as set out in the SO
- Track all your open and pending orders (eg by trucks and deep sea) from start to finish with a complete customer focus and 'zero' costs basis for delay , demurrage , customs delays etc
- You will have contact with Freight forwarder/haulier/ shipping agents and if requested to get freight rates will get best rates
- Liaise with Freight forwarders to correct shipping documents such as COO, BOL, etc
- It will be your responsibility to co-ordinated all your loadings with suppliers or warehoused ; custom clear goods to ensure that all your orders arrive with customers on time and trouble free at destination
- You will maintain stock sheets and inventory control in our warehouses and report ROP as needed and instructed by Senior Shipping Manager
- Ensure that all export/import documentation is accurately issued according to country of destination regulatory requirements and customers instructions.
- Liaise internally with Sales Managers on your files and advise them of any problems, delays or issues .
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- Fill out and complete any suppliers – Customer SAQ or RFQ's if needed and requested by either Sales Managers or Senior Shipping Manager
- Be able to step and cover colleagues files in times of holiday, sickness etc or as requested by Senior Shipping Manager
- Support Senior Shipping Manager as needed on any shipping matters eg Freight rates , administrative follow ups eg on any Audits, Compliance etc as directed and asked
- At our monthly Ops Meetings present all your files and update everyone accordingly

Qualifications Requirements:

- Ideally University level degree.
- Preferably in Supply Chain, logistics, international trade
- Write and speak clear and fluent English
- Lived in UK and based here min 6 yrs
- Have full residency or permit to stay in UK

Preferred Experience:

- Worked in Logistic – shipping department engaged in Imp/exp
- Preferably Bulk Liquids such as chemicals, food stuffs, Ethanol etc
- Worked across range of shipping formats: Tank trucks, iso containers, Drums , IBC etc
- Have understand of DG, flammable goods handling
- Undertaking Import and Exports of goods out of UK / EU and internationally
- Have clear working knowledge of international shipping terms and procedures.
- Understand how to prepare shipping and loading instructions.
- Have been working in shipping / logistics context for min 4 yrs continuously and minimum 2 yrs with a single employee.

1.

Preferred Skills:

- Good organisational skills/multi-tasking
- High attention to detail and able to pick up problems and not wait for them
- Confidence and communication skills that inspires trust in colleagues and customers alike.
- Shows initiative, has a “can do” attitude and remains calm under pressure

1. • Ability to focus on multiple tasks at the same time

2. • Excellent Excel skills

3. • Working knowledge of UK bonded warehouse processes desired and HMRC excise goods compliance

- Previous experience in the spirit and or alcoholic beverage sector is a benefit but not essential

1. • Professional attitude when dealing with customers and passionate about customer service

2. • Ability to work well independently and within small teams

Language requirement

Fluent English

Location

North West London

Visa

Eligible to work in UK without any restrictions

About our client

A global beverage distribution company

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Company Description