



Logistics Coordinator

Role Summary

Ensuring the most efficient, on-time and reliable distribution of Carpets for Communities products within the market.

Impact

Successfully overseeing logistics ensures operations run smoothly and ensures consistent sales. The income generated by sales allows Carpets for Communities to continue empowering Cambodian mothers to break the cycle of poverty, and to return their children, previously at risk of child labour and trafficking, to school. By ensuring smooth operations and hence consistent sales, Logistics Coordinators allow Carpets for Communities to involve more families in our project, providing them with a hopeful future.

Main Responsibilities

- Responsible for planning, implementing and controlling the transportation of products from origin, to storage, to points of sale
- Communicating with Logistics Manager in Cambodia to plan, prepare for and facilitate shipments

Time Required

5 hours per week

Term

12 months

Responsible to

Chapter President

Results

Measures of Success:

- Products are stored appropriately
- Products are in every sales place on time
- Expansion to new points of sale

Other expectations

- Attend state conferences (twice annually)
- A car is necessary for the role
- Weekend availability

Competencies

The following competencies are advantageous to the role:

- Reliable
- Strong communication
- Professionalism
- Time management
- Organisation skills
- Planning