

## **Distribution and Co-ordination Manager - Export**

- **Port Melbourne Location**
- **Expertise in the Australian Meat and Agricultural Industry**
- **Family Owned**

An outstanding opportunity is now available to manage the documentation associated with monitoring and co-ordinating the dispatch and transportation of export goods for a family-owned and well-respected meat trading organisation.

The Distribution and Co-ordination Manager (Export) will coordinate the purchasing, transportation and international logistic activities for the company. You will also be responsible for ensuring all international contract terms and trading regulations are observed and maintained.

### **Experience**

---

- Previous commercial experience in a distribution and co-ordination export role.
- Demonstrated experience using export and logistics systems and excel spreadsheets.
- Extensive experience in customer service, co-ordination and export scheduling roles.
- Experience preparing invoices would be highly regarded.

### **Qualifications & Skills**

---

- No essential qualifications however, qualifications in Business or International Trade would be desirable.
- Knowledge of domestic and international trade terminology and processes (including, but not limited to, INCO terms).
- Understanding of international logistics, marketing and shipping processes.

### **Personal Attributes**

---

- Meticulous attention to detail.
- Superior organisational skills.
- Forward thinking with the ability to identify anomalies.
- Ability to manage multiple tasks and effectively prioritise.
- High-level communication and interpersonal skills.
- Bilingual candidates will be well regarded.

**A competitive salary package is on offer. For further information please contact Anna on [anna.b@spinifexrecruiting.com.au](mailto:anna.b@spinifexrecruiting.com.au) or 0427 644 527**