

Job Description

Job title:	Logistics Officer
Reporting to:	Logistics and Systems Manager
Location:	Central London/Hybrid Working
Contract type:	Permanent/Full-time (35 hrs per week)
Salary:	£30,500 per annum

About IHP

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need.

Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Overview of the role

We work in a highly regulated sector – because the correct storage, handling and transportation of medicines ensures we maintain the highest quality of product for those in need. All these processes require excellent record keeping and maintaining strong partnerships generates a lot of administration.

The Logistics Officer is responsible for a key area of IHP's work arranging the shipping of donated medicines around the world. This means updating data on systems, preparing shipping documentation and liaising with pharmaceutical companies and our overseas NGO partners who receive the medicines for disaster response and health programmes.

The specific purpose of this post is:

- To process donated products to our NGO partners around the world
- To ensure stock (the medicine) is managed and shipped efficiently

Responsibilities

- To undertake IHP's logistics/shipping activities including:
 - To prepare shipping documentation
 - Secure shipping quotes from logistics carriers
 - Keep shipping files up-to-date
 - Maintain appropriate records of invoices and other documents related to shipping and logistics
 - To oversee the shipping process and proactively problem solve when necessary
 - To communicate regularly with external partners, including key logistics partners, carriers, NGOs receiving shipments and others, to support smooth and efficient logistics
- Checking data and certificates for products (eg COAs)
- To create and manage shipments in our inventory management system
- Other general administrative duties, as required
- Ensure GDP (Good Distribution Practice) compliance as it relates to appropriate areas of responsibility - training will be provided
- To support other teams as and when necessary
- Other tasks and duties at the direction of the line manager.

Person Specification

IHP is an Equal Opportunities Employer.

Staff regularly spend time together praying for IHP's work and there is an occupational requirement for the post holder to have a personal commitment to the Christian faith.

Applicants must have the right to work in the UK and a Basic DBS identity check will be undertaken.

Knowledge and experience

- Experience of administration and record-keeping
- Excellent IT skills and adaptable to new systems
- Experience of working with data and systems
- Experience of logistics (*desirable*)

Skills and attributes

- Committed to IHP's Christian Ethos
- Highly organised, efficient and self-motivated
- Excellent administration skills
- A commitment to accuracy, numeracy and excellent attention to detail
- Strong problem-solving skills
- Excellent written communication skills
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to adapt as part of a small team
- IT literate in all major Microsoft Office applications
- Intermediate Microsoft Excel (*desirable*)