

LOGISTICS COORDINATOR

Reports to	Operations Director
Department	Operations
Type	Permanent
Office/Remote	Office based.
Location	Stirling

Your new company

We are Emblation an award-winning medical technology company, revolutionising the way microwave energy is used in healthcare. Our aim is to improve on traditional treatments, using the unique advantages microwaves deliver accurate, repeatable procedures, and better clinical outcomes.

Our technology is revolutionising the treatment of HPV infections globally and is widely used in Dermatology and Oncology, with a number of disruptive applications under development in the fields of Cardiology and Gynaecology.

The company was started in 2007 by our joint co-founders (current Chief Executive Officer and Chief Technology Officer) and inventors behind the technology. They form part of our highly experienced management team with over 50 years of experience in the field of medical technology.

You can now find our technology in 1000s of clinics and hospitals across the UK, US, Canada and Australia, but we are just at the start of our journey and you will be joining the Emblation team at a key phase in our growth. We have recently secured a significant investment from our private equity partner to fund the next stages of the company's development, underpinned by 3 primary goals:

- Expansion into new treatment areas*
- Development of new markets and a wider global presence*
- The addition of new talent to our Scottish Headquarters to bring the skills and experience needed to support our plans for growth*

The next five years will be exciting, join us for it!

Your new role

The Logistics Coordinator will be responsible for overseeing and managing the transportation and distribution of goods. This role involves coordinating the movement of products, ensuring timely delivery, optimising logistics processes and maintaining efficient logistics operations. The ideal candidate will have strong organisational skills, excellent communication ability and the capability to work collaboratively with various departments and external partners

Job Role

- Plan and manage logistics, transportation and distribution activities.
- Direct, optimise and coordinate full order cycle.
- Track quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Arrange transportation, schedule deliveries and manage logistics documentation.
- Monitor and report on transportation costs and performance.
- Establish and maintain relationships with transportation carriers and vendors.
- Negotiate contracts and agreements with carriers to ensure cost-effective transportation solutions.
- Monitor carrier performance and resolve issues related to quality, delivery or pricing.
- Identify and implement process improvements to enhance logistics efficiency and reduce costs.
- Develop and maintain standard operating procedures (SOPs) for logistics activities.
- Monitor and analyse key performance indicators (KPIs) to track performance and drive continuous improvement.
- Work closely with the supply chain, manufacturing and customer service teams to ensure alignment of logistics activities with business objectives.
- Communicate effectively with internal and external stakeholders to coordinate logistics activities.
- Resolve any arising problems or complaints related to transportation and logistics.

Essential skills

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- 2-3 years of experience in logistics, transportation, or a similar role.
- Proficiency in logistics management software (e.g., SAP, Oracle, or equivalent).
- Strong organisational and multitasking abilities.
- Effective communication and negotiation skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Knowledge of medical device industry regulations and best practices.

What you'll get in return

- Competitive Salary.
- Pension: 3% Employers contribution.
- Annual Leave Allowance: 33 days (including bank holidays)
- Bright, modern work environment with a focus upon employee wellness custom designed facility in Stirling, with excellent commuting links and which includes an employee gym and wellness suite.

We look forward to hearing from you!