

TEXTRON

JOB DESCRIPTION

POSITION TITLE: Logistics Coordinator (272931)
DIVISION: Bell Flight
LOCATION: Shanghai, China
DATE: Mar 2019

Job Summary

Bell is an industry-leading producer of commercial and military, manned and unmanned vertical-lift aircraft and the pioneer of the revolutionary tiltrotor aircraft. Globally recognized for world-class customer service, innovation and superior quality, Bell Helicopter's global workforce serves customers flying Bell aircraft in more than 120 countries.

The Logistics Coordinator will support Bell's parts warehouse in China. The Logistics Coordinator will oversee the end to end logistics execution process for timely customer order fulfillment. The candidate will work with Bell's 3PL partner to ensure efficient processes are in place for the execution of receiving, inventory management including packaging, and shipping. The candidate will ensure proper execution of material movement designed for China transactions in SAP and the appropriate Bell processes are followed.

Job Responsibilities

- Daily interaction with 3PL, customers and Bell personnel as needed to support daily activities
- Supports and manages relationships with 3PL, customers and Bell
- Coordinate cross-functional logistics execution efforts and communication between across Bell support organizations, 3PL and customers
- Support and ensure that the 3PL partner has appropriate documentation for proper order execution & compliance
- Daily monitoring & support of 3PL process execution to ensure Bell process controls and compliance are put in practice
- Responsible for overseeing timely execution of 3PL metrics – Receiving, pick, pack, & ship
- Monitor KPIs, identify potential risks, and implement corrective action to support timely daily execution
- Support all aspects of inventory management - Shortage issue resolution, P.O., inventory shrinkage, expedites, and cycle counts
- Monitor customer order backlog and execute the necessary activities for timely execution of warehouse activities to achieve OTD performance metrics
- Work with 3PL and Bell Quality team to oversee and resolve product quality issues

TEXTRON

- Supports and assists in data preparation and presentation materials for Bell and 3PL reviews as required or as directed
- Identify opportunities to reduce unnecessary logistics costs and prevent excess inventory
- All other duties as assigned and needed

Education/ Experience

Note: This position may require two weeks of training in Singapore

- Bachelor's degree in Supply Chain, Operations or equivalent education
- At least 2 years of experience in logistics management or supply chain environment in aviation
- Fluent in English and Chinese. Must be able to read, write and communicate in both languages.
- Proficiency in MS Office suite. Intermediate/Strong skills in Microsoft Excel
- Ability to work effectively with cross-functional organization and liaison between 3PL, customers and Bell
- Good understanding of logistics, inventory and supply chain metrics, inventory
- Good understanding of quality management principles
- Team player, experience working in a highly cross-functional organization
- Willingness to cooperate and accept added responsibilities as needed
- Detail oriented and able to analyze data and understand data connections
- Strong problem-solving skills, ability to effectively communicate and coordinate execution plans to resolve issues
- Self-starter and decision-making ability and ability to prioritize work to achieve business goals
- Hardworking, action-oriented, result driven, and influential

Don't miss the chance to join a diverse, inclusive environment where you feel a sense of belonging. As a member of our global workforce, you will collaborate with dedicated, enthusiastic teams where unique experiences, backgrounds and ideas combined with a strong passion for our products take us above and beyond flight.

