
POSITION DESCRIPTION

1 Project Implementation Executive, Contract Logistics

Corporate Unit:	Schenker Philippines Inc.
Location:	Sucab
Reporting to:	Project Implementation Manager, Logistics
Staff Responsibility:	Individual Contributor with no direct reports

2 General Description

This position is responsible for managing implementation projects for the logistics department, monitor initiatives like 5S, POP and Smart Ideas performance of the different operating units and provide recommendations for improvement.

3 Specific Accountabilities

- To implement various Logistics projects and ensure that projects are implemented within the timeline and budget as prescribed by the investment request.
- To involve in all aspects of the project implementation which include but not limited to the study, planning, development, testing, training, rollout, implementation, turnover and post monitoring activities.
- To ensure compliance to the quality, safety, and security standards and policies of the company.
- To manage change through proper dissemination of information to concerned individuals, groups and departments.
- To control all expenses related to the project and ensures that all project expenses are kept at a minimum.
- To supervise, monitor and evaluate subcontractor progress.
- To oversee personnel during interim period of the project.

4 Skills Required

- Good Communication Skills both oral and written
- Customer and Service Orientation
- Proficient in the use of MS Applications (MS Word, Excel and PowerPoint)
- Problem Solving
- Arithmetic and Mathematical Reasoning
- Records Management
- Teamwork and Cooperation

5 Requirements

- Candidate must possess at least a Bachelor's/College in any related course.
- Process oriented, analytical and with project implementation skills.
- Has a broad understanding of Layouts and Technical aspects.
- Possesses sound ability to communicate and work effectively with internal and external customers in a deadline driven environment.
- Knowledge in Contract Logistics, its methodologies and tools (Warehousing standards & Processes, 5S, Improvement Tools etc.) is a plus.