

POSITION DESCRIPTION

1 Business Development Executive, Contract Logistics/ SCM

Corporate Unit:	Schenker Philippines Inc.
Location:	Sucac
Reporting to:	Assistant Business Development Manager, Logistics
Staff Responsibility:	Individual Contributor with no direct reports

2 General Description

To support business development by designing innovative logistics solutions, effective handling of stakeholders and constant customer interaction.

3 Specific Accountabilities

- To support Business Development Managers in preparing proposals, presentations, lay-outs and calculations/ quotations.
- Take part in projects related to transport, warehouse and simulation, to operational improvement and inventory analysis.
- To learn necessary tools and systems to calculate and design logistics projects.
- To develop logistics solutions across vertical markets.
- To present competitive rates to prospective clients.
- To support the development of logistics opportunities from initial engagement to ramp up and stability of operations -supporting and interfacing with implementation and operations team constantly.
- To resolve customer work issues and communicate or escalate with the concerned parties (i.e. immediate superior, customer, station and other department) to resolve and expedite action/s.
- To perform sales call or business travel across the Philippines.
- To properly file, update and safe keep all pertinent documents/ records of the department.
- To provide complete and timely documents/reports required by the department - not limited to department reports but including regional and global report requirements

4 Skills Required

- Good Communication Skills both oral and written
- Knowledgeable with project management methods and techniques
- 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 Experience and Qualifications

- Candidate must possess at least a Bachelor's/College Degree, Engineering (Industrial), Management/ Business, Marketing or the equivalent.
- With at least 2 years' experience in a Manufacturing or Logistics Industry.
- Possesses excellent communication and presentation skills.
- Preferably with exposure in Solutions Design in a Logistics environment.
- Good understanding of current market trends and industry practices.
- Sound ability to communicate with external customers and all levels within the organization.