



Logistics Coordinator

Location: Sydney

Work Type: Permanent Full-time

About us:

At SpeedX, we are passionate about improving patient outcomes and specialize in molecular diagnostic solutions that go beyond simple detection to offer comprehensive information for improved patient management. With our headquarters in Sydney, our technology supports clinical diagnostic products for infectious diseases with a range of products in the market and a pipeline of research and In Vitro Diagnostic (IVD) assays since 2009.

Our well-equipped offices and laboratories are centrally located at the Australian Technology Park in Eveleigh (Sydney) and are easily accessible by rail with variety amenities and company bonus schemes. SpeedX believes our employees are pivotal to our success and reputation, therefore we strive to offer true work/life balance.

We like to recruit the best talent to join our growing company that was awarded 2021 Australian Company of the Year at the AusBiotech and Johnson & Johnson Innovation Industry Excellence Awards. Make no mistake, we expect a lot from our people as they do of us. So, if you can rise to the challenge, we will provide you with a dynamic and rewarding career.

About the Role:

- **Permanent full-time** as Logistics Coordinator
- Working within the Operations team to expand network delivery healthcare products
- Extensive training provided to ensure smooth transition to the role and the company
- Monday-Friday working hours

Your primary responsibilities will involve but are not limited to:

- Organise shipment of medical devices, molecular reagents, biological (infectious) substances, and precision equipment
- Organise and oversee logistics activities and functioning
- Organise inbound and outbound of domestic and international shipment via direct or 3PL deliveries
- Monitor shipping routing, scheduling planning, and capacity utilization of resources
- Monitor inventory levels and oversee the movement of incoming and outgoing goods
- Monitoring shipments, deliveries, timelines and costs
- Prepare import/export shipping documentation, such as Bill of lading, Proforma invoice, SLI, packing list, and/or manufacturer's declaration
- Ensure import/export compliance



- Develop and validate shipping packaging for effective ambient temperature and cold chain distribution
- Writing, reviewing, and updating SOP for packing, dispatching, receiving, and logistic related instructions
- Monitor and apply for an import permit
- Prepare accurate and timely logistic performance reports
- Track and analyze mis-shipments
- Ensure quality of all services and processes
- Liaise with integrators/carriers to determine best routes and options for temperature control shipments
- Maintain current with Integrators / Carriers to ensure optimal use of available services
- Efficiently utilize storage spaces, racking, and shelving in storage warehouse
- Collaborate in procurement and production planning
- Actively participate in quarterly and year-end stocktake

Qualifications/ Technical & Specialist Skills/ Experiences:

- 5+ years' experience in the logistic role or relevant experience
- Relevant experience in handling high precision instrument and infectious substances are highly desirable
- Experience in ERP and WMS is highly preferred
- Experience in cold-chain logistics is highly preferred
- Unrestricted driver license

Personal attributes/ Interpersonal skills:

- Have a positive outlook and open communication style combined with excellent written and verbal communication skills
- Be highly organized, detailed-oriented, and possess excellent time management skills
- Able to multitask and work under pressure
- Have a focus on continuous improvement and be able to adapt as the organization and processes evolve
- Have a keen and diligent work ethic with good people skills to work within this enthusiastic team
- Demonstrated ability to independently problem-solve including in time-critical situations

Please clearly state in your application if you have full rights to work in Australia

If you believe you fulfill the criteria, please email your CV and accompanying cover letter and include in the subject the job title: **Logistics Coordinator** to: hr@speedx.com.au.

