

Our client, a European market-leading wine producer is seeking a **French-speaking Logistics & Distribution Coordinator** to join its UK subsidiary. This is an exciting opportunity to work within a **fast-paced logistics and supply chain environment**, supporting distribution operations while collaborating closely with sales, customers, and partner wineries.

As part of a small and dynamic team, you will play a vital role in **logistics coordination, transport planning, order management, and customer service**, ensuring the seamless delivery of premium wines and champagnes across the UK market.

### **ROLE of the Logistics & Distribution Coordinator:**

- Managing and processing **customer orders** with accuracy, professionalism, and efficiency.
- Generating **sales invoices, credit notes, and distribution documents** in line with company procedures.
- Strategically planning and coordinating **logistics, transport, and warehouse operations** to meet cost, productivity, and timeliness targets.
- Optimising **stock control, inventory management, and Just-in-Time deliveries** to maximise efficiency.
- Liaising with **clients, suppliers, and internal sales teams** to ensure smooth communication and problem resolution.
- Tracking, analysing, and reporting on **KPIs related to logistics, distribution, and supply chain performance**.
- Monitoring and optimising **delivery schedules, transportation costs, and stock levels**.
- Providing excellent **customer service and issue resolution** to maintain strong client relationships.

### **PROFILE:**

- **Fluent French speaker** (mandatory) with excellent written and verbal communication skills in both French and English
- Previous experience in **logistics, supply chain coordination, or distribution management** (internship or junior role accepted).
- Strong **organisational, planning, and multi-tasking skills**, with high attention to detail.
- Results-driven with the ability to **work to deadlines in a fast-paced environment**.
- Excellent **stakeholder management and relationship-building skills** – a team player with strong interpersonal communication.
- Proficiency in **Microsoft Office (Word, Outlook, PowerPoint)** and advanced **Excel skills** (Pivot Tables, VLOOKUP, SUMIF).
- Proactive problem-solver with a **forward-thinking and solutions-oriented mindset**.
- Self-motivated and able to work both independently and collaboratively.

- Passion for the **wine and champagne industry** is highly desirable.

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**SALARY & BENEFITS:**

- £25,000 – £32,000 depending on experience
- Central London office
- Monthly Travelcard (Zones 1–3)
- Comprehensive benefits package after qualifying period:
- **28 days annual holiday**