



NOMOQ

The can do company

We are NOMOQ, a young high-tech company supplying beverage companies with digitally printed beverage cans. Our international team is made up of ambitious and experienced experts and entrepreneurs. In the market, we offer an unprecedented level of customer focus, enabling beverage producers to create unique designs with unmatched speed and flexibility, powered by the latest technology and digital processes. Our name comes from the English "NO Minimum Order Quantities" and reflects our promise to deliver premium packaging in small and medium batch sizes. We won't rest until the cans we decorate look as perfect as our customers' drinks taste. That is our promise and our passion.

Logistic Administrator (m/f/d)

Full-time, Leamington

You will be responsible for planning, booking and coordinating customer deliveries, ensuring shipments are dispatched on time to achieve agreed delivery dates and meet customer requirements. Acting as the central point of contact between operations, warehouse, production and transport partners, you will make sure transport is booked efficiently, all required export documentation is in place, and customers receive a reliable delivery service - including ensuring transport arrangements meet NOMOQ's operational requirements for safely transporting fragile and unsealed aluminium beverage cans.

Your tasks:

- Arrange transport for customer orders, with a primary focus on international shipments, booking pallet network and dedicated vehicle deliveries via approved transport partners
- Choose the most appropriate transport solution based on customer requirements, costs and service levels, and monitor consignments through to delivery

- Ensure transport costs align with agreed customer delivery charges and company pricing, escalating unusually high freight costs or pricing discrepancies before confirming bookings
- Liaise closely with the Warehouse Manager to coordinate daily collections, and keep the Transport Planner and Production Planner updated on all scheduled booking slots
- Ensure all required export and import documentation is obtained and accurate before international shipments are collected, including Importer of Record details, EORI information, customs broker details, CBAM declarations, Power of Attorney documentation, VAT deferment information and country-specific import documentation
- Act as the primary point of contact for transport partners, providing complete and accurate shipment information and communicating any delays or updates promptly to Sales Operators
- Ensure vehicles booked are suitable for the safe transportation of NOMOQ products, taking into account pallet dimensions, pallet heights and the fragile nature of empty aluminium beverage cans

What you should bring:

- Experience coordinating transport or logistics operations
- Basic understanding of UK export procedures and international shipping requirements, including import processes and customs documentation
- Knowledge of pallet networks, groupage services and dedicated haulage
- Confident using Google Workspace applications, particularly Gmail and Google Sheets
- Good commercial awareness with the ability to monitor transport costs and margins

Who you are:

- You are highly organised and methodical, with excellent attention to detail
- You are proactive and solution-focused, calm under pressure and able to prioritise changing workloads
- You have strong planning, coordination and communication skills, and build positive working relationships across departments and with external transport providers
- You are reliable, adaptable and able to work independently while managing multiple shipments simultaneously

What do we offer:

- Competitive salary and 33 days of holidays
- Autonomous work with cutting-edge technologies, with the freedom to choose the tools that work best for you

- A friendly, international, and highly experienced team
- Room to learn and grow
- You'll be part of a growth story: we're pioneers in the beverage packaging market and are seizing the opportunity to become the leading player in Europe

You can expect a growing company in a booming market with many exciting challenges. Our goal is to create real value for our customers and contribute to sustainable growth.

Does this role appeal to you, and do you have the necessary qualifications? Then send us an email at jobs@nomoq.com and tell us about yourself and what you want to achieve with us. Your contact person is Mariia.