



International Logistics Coordinator

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog and cat meat trade.

Soi Dog's Mission Statement is: "To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty". Its core values are compassion, honesty, integrity and transparency.

For more information, please visit www.soidog.org

JOB DESCRIPTION

Job Summary: The purpose of this role is facilitate the safe export of adopted dogs and cats overseas. This is done in accordance with the export and import regulations of specified countries. Also to organise travel arrangements for dogs and cats adopted in Thailand, when necessary.

Key Responsibilities

Work closely with the Adoption's Manager and International Adoptions Coordinators to book flights with flight volunteers or facilitate travel by cargo.

Compile and complete all relevant paperwork, including:

- Health checks at Department of Livestock;
- Export/import permits;
- Country specific Health Certificates.
- Collation of animal photographs and documentation (as required by destination authorities)
- Rabies titer test serum. Ensure compliance with local destination requirements.

Work closely with the Animal Welfare Team to ensure all vaccinations, blood testing and veterinary paperwork for export into destination countries are completed prior to the travel date.

Keep up to date with all import regulations for each destination country. Conduct necessary research to ensure correct paperwork is completed for each flight and all local and international regulations are met.

Be the contact point for all potential flight volunteers, manage existing flight volunteers in the RT system and ensure timely communication with confirmed flight volunteers

Be able to answer ad hoc queries from the general public on matters relating to animal transport.

Assist with the preparation and management of travel crates, including:

- Photograph and measure dogs and cats for the correct travel crate;

- Maintain and manage crate stock;
- Prepare travel crates for leaving.
- Assist with transporting dogs and cats to the airport for health checks and departures.

Department and Supervisor: This post reports to the Adoptions Manager.

Skills and Qualifications:

Essential:

- Excellent spoken and written English
- Advanced organisational skills with strong attention to detail.
- Excellent communication skills, specifically the ability to communicate with professional agencies and internal and external stakeholders.
- The ability to work without direct supervision and also be an effective team player.
- Ability to prioritise effectively and manage a wide and varied case load.
- Ability to take the initiative, remain calm under pressure, enjoy problem solving and the ability think on your feet.
- Strong IT skills. Experience working with Microsoft products, including email, 0365, Word and Excel

Desirable:

- Previous experience of working with animals
- Physically fit.
- Driving licence. (Also be willing to take the Thai driving test)

Location:

The post is based at Soi Dog Foundation's shelter in Mai Khao, Northern Phuket.

Type of Employment: This is a full time paid post.

Five-day working week, 40 hours per week with two days off. The role will require flexibility to work weekends, evenings (e.g address logistical issues in different time zones)

Benefits:

- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with relevant years of service
- Annual Salary Adjustment
- Social Security
- Provident Fund
- Uniform

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org Short-listed candidates will be notified by email.