



PR/117728 | Logistics Operation Officer

Job Information

Recruiter

JAC Recruitment UK

Job ID

1510400

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:41

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Electronic equipment

Position: Logistics Operation Officer

Salary: around Euro 3,000 per month

Location: Rotterdam

Job Detail:

Logistics Coordination:

-Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.

-Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.

-Collaborate closely with third-party warehousing companies and operations team members to ensure export shipments are properly arranged and meet customer specifications.

-Accurately record shipments in the designated log.

-Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.

-Respond to order inquiries from National Distributors and process purchase orders in the ERP system.

-Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.

-Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

Administration:

-Answer calls from external parties and handle email correspondence.

-Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.

-Support expatriates from Japan, including translating from Dutch to English.

-Organize and maintain all administrative records and documents.

Requirements:

- Diploma holder preferably in Logistics / Transportation / Supply Chain Management with related working experiences.

or

- Degree holder preferably in Logistics / Transportation / Supply Chain Management
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI
- Preferably experienced Business Central or Navision

*Candidates must have right to work in NL.

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Company Description