

Label & Packaging Coordinator – Antwerp

For our client, a global market leader in three main chemical business areas: Specialty Plant Nutrition, Iodine, and Lithium, we are looking for an Label & Packaging Coordinator for their European headquarters in Antwerp.

This is a great opportunity for a **detail-oriented** person who enjoys **structured tasks, clear processes,** and **cross-team communication.**

Why is this job something for you?

- You'll have a challenging position surrounded by great colleagues who prioritize teamwork, all at a pleasant work location in the center of Antwerp.
- Furthermore, you'll be joining a dynamic international company where growth, professionalism, and an informal work environment go hand in hand.
- You can count on a motivating compensation package supplemented with various fringe benefits.

What are you going to do ?

The Label & Packaging Coordinator **supports** the flow of information and materials between departments involved in product labelling and packaging — including Customer Care, Regulatory, Production, Logistics, and external suppliers.

This role focuses on **coordinating** updates, **reformatting** approved label files, and **organizing** packaging documentation to ensure that production materials meet all technical and regulatory requirements.

Your responsibilities

Label Coordination

- Receive approved label files from Customer Care and Regulatory teams.
- Reformat files into A5 or other production layouts using Microsoft Word or Adobe Acrobat, ensuring all regulatory information remains accurate and legible.
- Convert approved labels into printer-compatible formats (BMP, TIF, LTG) using GIMP or LimiDrawPlus.
- Coordinate with Production and Logistics to verify that reformatted labels meet all technical and printing specifications.
- Maintain an organized SharePoint library of all printer-ready and approved label files.

Bag Coordination

- Communicate with bag suppliers to apply required modifications (dimensions, markings, eyemarks, numbering, etc.) based on Production needs.
- Coordinate communication and approvals among Production, Logistics, Sales, Regulatory, and external suppliers.

- Collect and record technical details (dimensions, winding type, format, perforation, embossing) and update them accurately in SharePoint.
- Support the full bag update process—from request initiation to final approval—ensuring all teams are aligned and timelines are met.

Who are we looking for ?

- Bachelor's degree in business administration, Supply Chain Management, Operations, or a related field.
- Work and graphic design experience is a plus but not required.
- Fluent in English is a must; Knowledge of Dutch or Spanish is a strong asset.
- Proficiency with Microsoft Word and Adobe Acrobat; willingness to learn basic formatting and file conversion tools (e.g., GIMP).
- Valid driver's license and willing to travel regularly between the Antwerp office and the production site in Holland (Westdorpe).

Apply ?

This can easily be done by email on info@clearskyselection.be

For more information about this opportunity, you can always contact Koen Van Hoyer, manager at Clear Sky Selection on the above email address.

If you apply, you agree to the privacy policy of Clear Sky Selection: <https://www.clearskyselection.be/privacy-regeling>.