

Logistic Support Administrator - Antwerp

For our client, a driven innovator and international player in the automotive/chemical sector, located south of Antwerp, we are looking for a Logistic Support Administrator.

Why is this job something for you?

- You get a varied and challenging role within a dynamic company where there are still many achievements and promising projects on the horizon.
- You will be welcomed in an enthusiastic team where you can count on solid training.
- In addition you can be assured of a motivational remuneration package supplemented with various extra-legal benefits.

What are you going to do ?

As logistic support administrator, you are responsible for the scheduling and coordination of the transportation of outbound final product shipments for our client, as well as correct creation and monitoring of all documents related to them.

- You work closely with the sales team, to ensure a service perfectly in tune with the customer needs and company strategy.
- You are responsible for the operational organization of shipments of your assigned customers. This includes booking shipments and coordinating deliveries / collections.
- You draw up the delivery documents (CMR, invoices, certificates, packaging lists,...).
- You coordinate and provide accurate instructions to forwarders / shipping companies to complete shipping documents (CMR, B/L, waivers ...).
- You prepare the customs documents (EUR1, ATR,...) and give instructions to the customs agents.
- You follow the changes within the transport legislation and translate these into advice for the company.
- You handle and resolve complaints regarding invoices and transports.
- You take the necessary actions as provided by your manager to follow-up the ISO audit and the CSR action plan.

Who are we looking for ?

- You have a bachelor diploma in logistics or you are equivalent by experience.
- You are analytical and you have a strong understanding of the main logistic and supply chain processes.
- You have very strong attention to detail, effective communication skills, and a sense of urgency in resolving issues.
- Your well-own communication skills allow you to develop positive, productive relationships throughout your network and to work as a teamplayer.
- You are fluent in Dutch & English. Any other language is an asset.
- Finally you have good knowledge of MS Office applications.



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 telephone number 0499-593046 or through the above email address.