

# Supply Chain Coordinator - Lithium

For our client, a mining and chemical multinational, we are looking for a supply chain coordinator for their Lithium department. He or she will report to the Supply Chain Manager. **You will work from the Belgian office in Antwerp.**

## Why is this job something for you?

- You will find yourself in a challenging Supply Chain role within a healthy international company in full expansion.
- Within the company there are on the long term many career opportunities for people who show potential.
- In addition, you can count on an interesting salary package.

## What are you going to do ?

You will ensure the smooth functioning of all aspects of supply chain, including monitoring, and processing incoming and outgoing cargo; you will coordinate with third parties and internal areas to ensure order fulfilment and deliveries to customers

- Interacting to address daily operational aspects and requests from the warehouse and other divisions, including shipping agents and 3PLs (third-party logistic providers) to ensure successful order fulfilment.
- Performing daily ERP processing tasks, including handling shipments, inventory adjustments, purchase order receipts, processing invoices, generating customer reports on shipment and inventory, and maintaining files.
- Managing imports by receiving and reviewing vessel documents (containers, air, bulk ship vessels) for accuracy, entering purchase orders in the ERP system, notifying warehouses of incoming products, coordinating with custom brokers for clearance, initiating communication with shipping agents, processing vessel receipts and maintaining files.
- Participating in internal procedures audits.
- Managing product transfers and shipments between warehouses, including processing in the ERP system, and arranging freight.
- Conducting inventory reconciliations for all warehouses based on physical counts, researching discrepancies, and resolving or adjusting them in the ERP system.
- Handle payment of taxes and duties on shipments and apply for duty refunds and tariff reclassifications as necessary.

## Who are we looking for ?

- At least 2 to 4 relevant years of work experience in at least two of below fields is essential; experience in more as two is beneficial.
  - Inventory control in handling and warehousing.
  - Import and export, discharge of vessels including liaising with stevedores/agents and barge operators.
  - Understanding logistics processes and procedures.
  - Organizing transport from vessel/warehousing to domestic customers.
- Fluent in English and Dutch. Other languages are an asset.
- Working efficiently with MS Office in general and Excel in particular.
- Experience in ERP, especially SAP/4Hana is a plus.

## Apply ?

This can easily be done by email on [info@clearskyselection.be](mailto:info@clearskyselection.be)

For more information about this opportunity, you can always contact Koen Van Hoyer, manager at Clear Sky Selection on 0499-593046

*If you apply, you agree to the privacy policy of Clear Sky Selection:*

<https://www.clearskyselection.be/privacy-regeling>.