



## Job Description

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**POSITION :** Logistics Coordinator Enterprise Logistics

**DIRECTION / UNIT / DEPARTMENT :** Marlink Operations / Group Logistics / Enterprise Logistics

**MANAGER:** Teamleader Enterprise

**LOCATION :** Rotterdam, The Netherlands

**Work ratio:** full time

**HR contact:** Monique Paap ([Monique.paap@marlink.com](mailto:Monique.paap@marlink.com))

Raminie Trosemito([Raminie.Trosemito@Marlink.com](mailto:Raminie.Trosemito@Marlink.com))

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) **Main Activities:**

Coordinate Logistic services, respecting costs efficiency, legal restrictions and terms and conditions

**Main goals:**

- ) Handle logistic orders
  - ) Customer satisfaction
  - ) Safe and (costs) efficient operations
  - ) Provide logistic information (RFI / RFQ)
  - ) Maintain system accuracy
  - ) Be efficient and effective with processes
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**Responsibilities:**

- ) Allocate and process Item Requirement generated from internal and external customers
- ) Process and update paperwork and applications/systems in a timely manner
- ) Create RMA document and pro forma invoice to the customer for returning equipment
- ) Respond to queries from external and internal customers and take appropriate action/make decision
- ) Order transport of equipment from external partners
- ) Track progress and have control of all shipments running
- ) Maintain existing departmental procedures
- ) Assist with other logistics tasks when needed
- ) Duty phone (in rotation with other team members)

**Main tasks:**

- ) Order processing
- ) Cooperating with other colleagues - including providing advice, instruction and guidance.
- ) Cooperating with other departments - focusing on solutions.
- ) Using many portals and web applications to perform the tasks and provide information; participate in development of introduced improvements
- ) Participating in Projects
- ) Administrative Project: writing Procedures

- ] Execute logistic orders
  - ] Execute rush order (requests)
  - ] Arrange transportation inbound and outbound
  - ] Take care of administration and invoicing
  - ] Update, clean and maintain systems
  - ] Arrange pre inspections, Custom inspections if needed
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**Main knowledge:**

- ] MBO (level 4, administrative)
- ] Knowledge and experience with international shipping including customs handling
- ] Good knowledge in logistics handling
- ] Be fluent in English and preferable other international languages
- ] Exceptional organizational and coordinating skills
- ] Able to work under pressure
- ] Experience serving multi-national employers and customers
- ] Appropriate decision making as and when required
- ] Oral and written communication skills to communicate effectively with all internal departments and our customers.
- ] Competent and confident user of appropriate systems of work
- ] Resilient and able to work to tight timescales and business critical constraints
- ] Demonstrate a strong commitment to quality and adherence to practices, procedures and scheduling deadlines
- ] Able to comply with company security and safety procedures and regulations
- ] Having a forklift certificate/license is preferable
- ] Proficiency with MS Office and ERP systems like Dynamics AX

**Main attitude competencies:**

- ] Positive and result oriented
  - ] Structured and systematic working methods
  - ] Focus on quality and efficiency
  - ] Self-motivated and creative
  - ] Cooperative attitude; team player with ability to develop and enhance strong relationships
  - ] Ability to adapt to changes in an environment of continuous improvements
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***Company language is English. We have a flexible work situation. All applicants will be treated confidentially and in accordance with current rules and regulations.***

**Interested?**

Please send your cv and motivation letter in English by email to HR:

Monique Paap ([Monique.paap@marlink.com](mailto:Monique.paap@marlink.com)) or Raminie Trosemito ([Raminie.Trosemito@Marlink.com](mailto:Raminie.Trosemito@Marlink.com)) with reference Area Sales Manager Maritime for The Netherlands

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