

Job Description

POSITION: Logistics Coordinator Maritime

Department: Logistics

Reporting to: Logistics Operational Manager

Location: Warehouse, Sevilaweg 81 Rotterdam, The Netherlands

Work ratio: full time

HR contact: Monique Paap (Monique.paap@marlink.com)

Raminie Trosemito(Raminie.Trosemito@Marlink.com)

Deadline to apply before January 31st, 2022

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

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

Main knowledge:

- MBO (level 4, administrative)
- Knowledge and experience with international shipping including customs handling
- Excellent knowledge in logistics handling, 3 to 5 years experience
- 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
- 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

What we offer:

- Marlink is a global Maritime IT and Satcom industry leader
- A company in continued growth, and in a changing market
- An interesting job in a developing, international, and hectic environment
- Competitive remunerations and pension plans
- External and internal training will be available
- Easily accessible workplaces in modern premises

Company language is English. We have a flexible work situation. All applicants will be treated confidentially and in accordance with current rules and regulations.

Location

Local office in Rotterdam

Interested?

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

Monique Paap (Monique.paap@marlink.com) or

Raminie Trosemito (Raminie.Trosemito@Marlink.com) with reference Logistics Coordinator Maritime for The Netherlands