

Export Logistics Coordinator

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Company: BDP International

Location: Antwerp

Category: arts-design-entertainment-sports-and-media

Job Description

Who we are

Engineers of dynamic and innovative solutions forged by decades of experience, PSA BDP empowers global trade and supports our customers' success through process intimacy and purposeful collaboration.

Our expertly trained team members take the extra step and go the extra mile, all to fulfill our dedicated promise to deliver service excellence. We are experts in managing complexity and solving complex global logistics problems to create tangible value for our esteemed customers.

That's why some of the world's leading multinational companies trust PSA BDP to manage their complex supply chains.

For our office Antwerp we are seeking a:

Logistic Service Coordinator Ocean Export

Your Responsibilities:

Order processing management

Customer order plausibility analysis

Planning / Booking / Transportation orders

Coordination / follow up of the shipments

Documentation / administration / invoicing / filing

Feedback to the customer (internal and external reporting of the shipments to the customer) by various means (Mail, phone, EDI)

Operational troubleshooting

Non-conformance reporting in accordance with the KPI's

Cooperation with approved subcontractors in accordance with agreed rates

End-to-end processing

Punctual and flawless order handling and documentation

Exemption Type Exempt (Salaried) Job Requirements

Job Requirements:

Experience of logistics and forwarding operations / regulations and documentation or other commercial training

Preferable a professional degree by a licensed educational institution specialized in logistics and forwarding

Computer literacy with Microsoft Software applications and /or other market leading software applications

Good administrative skills and Computer literacy with Microsoft Software applications and / or other market leading software applications

Good oral and written communication skills in English are mandatory

Knowledge of German is a nice to have

Initiative and strong sense for organization in order to meet customer requirements.

Stress resistant

Team player, but also able to work independently

Able to work with different cultures

Ability to find solution for difficult demanding situations

Versatile forwarding experience (export) is an advantage

Knowledge of HazMat regulations is an advantage

Benefits:

Open working atmosphere in an international team

Flexible working hours

Competitive wage

Attractive social benefits

Easy accessible with public transport

Still not convinced? Please don't hesitate to contact us!

We are looking forward to your application and having you joining our team!

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