

Logistic Officer

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Company: 2200 ICOS Vision Systems NV

Location: Leuven

Category: other-general

Description

Packing material for safe shipment to other KLA factories, suppliers and customers all over the world. This includes prototype parts and assemblies from our design engineers as well as occasional complete multi-ton weighted machines.

Prepare all paperwork, contact forwarders and process the related transactions in our SAP system. Follow up timely delivery.

Support our design engineering teams in crafting shipping requests and getting them approved before the actual shipment.

Receive parts from other locations, process them and make sure they get delivered to the right person in the organization.

Create order requests and issue purchase orders to supplier. Follow-up delivery and keep engineers up to date on expected delivery time.

Conduct training on the shipping/receiving process to other employees.

Minimum Qualifications

Professional bachelor degree or equivalent

At least 2 years of industry experience in transportation, shipping and warehousing activities or similar experience in freight forwarding area

SAP proficiency – an advantage

As you will interact with partners of different nationalities and locations, proficiency in English (both verbal and written) is a must

Excellent communication, organizational, analytical and interpersonal skills

An eye for detail, a positive self-drive and excellent problem solving skills

Forklift certificate is a plus. If not available will be trained after on-boarding.

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