

Supply Chain Coordinator - Chemical industry - Strong package

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Company: Michael Page

Location: Antwerp

Category: other-general

The Supply Chain Coordinator will be in charge of:

Daily Operational Interactions Collaborating with warehouse(s), shipping agents, and third-party logistic providers (3PLs) to ensure smooth order fulfilment.

ERP Processing Tasks Performing daily ERP tasks such as handling shipments, managing inventory, processing purchase orders and invoices, generating customer reports, and maintaining files.

Management of Imports Managing import processes by reviewing vessel documents, entering purchase orders, coordinating with warehouses and customs brokers, communicating with shipping agents, processing receipts, and maintaining records.

Internal Procedure Audits Participating in bi-annual internal procedure audits.

Product Transfers and ShipmentsCoordinating product transfers and shipments between warehouses, including ERP processing and freight arrangement.

Inventory ReconciliationsConducting inventory reconciliations for all warehouses, investigate discrepancies, and resolve or adjust them in the ERP system.

Tax and Duty Handling:Handling payment of taxes and duties on shipments, and apply for duty refunds and tariff reclassifications as needed.

The Supply Chain Coordinator we are looking for has/is a(n):

Professional Experience in Logistics

Relevant Experience in (Minimum 2-4 years of relevant experience in at least two of the following fields):

Inventory control and warehousing.

Import and export operations, including vessel discharge and coordination with stevedores/agents and barge operators.

Understanding of logistics processes and procedures.

Organizing transport from vessel/warehouse to domestic customers.

Fluency in English

Experience with ERP Systems, especially Microsoft Dynamic AX/SAP is advantageous.

Customer Service Orientation

Demonstrated ability to communicate, present, and influence effectively at all levels of the organization.

Team Player - Organized - Detail-Oriented mindset

Strong Interpersonal and Communication Skills

Possibility to work in Antwerp

The Supply Chain Coordinator we are looking for, can expect (a):

- Very attractive salary
- Bonus
- Compensation for commuting

- Meal vouchers of 5 euros per day & Eco vouchers of 250 euros per month
- Hospitalization insurance, including life & disability insurances
- Group insurance
- Net allowance for internet
- 7 euros net allowance per remote working day,
- Option to bike leasing

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