

Logistics Assistant

Do you ensure that our global customers receive their orders in the most efficient way? Do you want to learn everything about logistics documents and customs formalities? And does a reliable employer in the maritime sector appeal to you? Are you fluent in Dutch and English? Step aboard at the JRC Europe Division of Alphasat Marine!

The JRC Europe Division focuses on the distribution of equipment and the delivery of complete bridge/wheelhouse solutions in Europe, the Middle East, and Africa. Our sales department maintains daily contact with our distributors. The team provides advice and supports them in the sale of our products. They also provide them with training on our products and working methods.

For this dynamic department, we are looking for a driven

For our office in Rotterdam, we are looking for an Administrative Logistics Employee (40 hours per week)

What will you be doing?

You ensure that our global customers receive JRC products via the most efficient and cost-effective route. Together with your colleagues, you advise our distributors on the best possible freight solutions for their orders. You have telephone and email contact with our customers, the experts in our external warehouse and a network of freight forwarders. You advise on costs, best shipping times and customs matters. You provide picking and packing instructions to the external warehouse. You ensure that shipped orders are invoiced. Additionally, you are responsible for processing incoming shipments. You check all documents regarding prices, quantities, etc. After the goods have been received at the external warehouse, you book them into our ERP system. You go the extra mile to keep our customers satisfied.

Naturally, we will provide your training. It is very helpful if you have some knowledge of and experience with logistics and customs operations. However, we are looking for an administrative educational background, an eager-to-learn attitude and above all, a willingness to put your shoulder to the wheel for this job. If you see that improvements can be made to the process, you will not hesitate to discuss this. The team you work in consists of 2 administrative logistics employees, 1 inventory coordinator, and a team leader.

Who are you?

- MBO diploma in an administrative field
- You have knowledge of logistics processes, customs formalities, and export
- Good knowledge of the English and Dutch languages, both spoken and written
- You are proficient with computer programs (MS Office; ERP system Navision is a plus)
- Customer-oriented
- Eager to learn
- Accurate
- Proactive attitude
- Team player
- Stress-resistant

Our offer

- A salary between €2.600,- and €3.100,- depending on knowledge and experience.
- A fun job where you can expand your experience and develop yourself
- Product training
- An organization with short lines of communication
- Minimum of 32 vacation days per calendar year
- travel allowance (our office is easily accessible by public transport and there is ample parking)
- Good lunch facilities with a beautiful view over the Nieuwe Maas
- Fun activities organized by our staff association with colleagues.

Excited about this varied job? If you are interested in this job, please apply via the application button. If you have questions about the job or the application process, please contact the Human Resources department at 010-4534000 or email recruitment@alphatronmarine.com.

Let us introduce ourselves: we are Alphasat Marine

Developments in the maritime world are moving fast. Very fast. But fortunately, so are we. We are here to help companies with innovative solutions that better align with today's technology and capabilities. We create solutions that the market demands and that ships need. We are Alphasat Marine. A renowned supplier of integrated bridge solutions, representative of the industry's leading

brands, and producer of unique complementary products. This completely redefines the future of ocean, offshore, and river navigation.

Alphatron Marine is an equal opportunities employer. We are strongly convinced that employing a diverse workforce is central to our success. We make recruitment decisions based on your experience and skills. We appreciate your passion for discovering, inventing, simplifying, and building.

We prefer to recruit ourselves, and therefore we do not appreciate unsolicited sales calls.