

SJABLOON – Werken via KdG –

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Sollicitaties dienen verstuurd te worden naar de contactgegevens uit de vacature.

Functietitel: International Logistics Administrator
English & French/Spanish

Bedrijfsnaam: Manuchar

Uiterste sollicitatiedatum: 30/6/2019

Categorie:

Juiste categorie aankruisen*

Administratie en secretariaat	
Creatieve en artistieke beroepen	
Financiële en juridische sector	
Gezondheidszorg	
HR management	
ICT en multimedia	
Transport, logistiek en distributie	X
Onderwijs	
Sales, marketing en communicatie	
Sociale en culturele sector	
Techniek, chemie en productie	
Andere	
Jobevents	
Studentenjobs en vrijwilligerswerk	

International Logistics Administrator English & French/Spanish

Function Description

In this job you play an important role in our international trading business, from purchasing goods from our suppliers to shipping them to our customers.

- After a thorough training and with the support of your team, you will autonomously coordinate orders of our clients and overseas affiliates, with focus on emerging markets in Africa or Latin-America.
- You follow up the trade and logistic process and communicate on a daily base with customers, suppliers, shipping companies, banks and other stakeholders internationally. You aim for a smooth delivery to our customers by your proactive and hands-on attitude.
- You are responsible for a fast and correct creation and monitoring of all documents, from contracts to invoices and transportation documents.

Profile

- You have a good dose of common sense and reason on a bachelor level. A degree in economics, trade, languages, ... is a plus.
- Ideally you already gained experience in an administrative or logistics role, but young graduates who are eager to learn are also welcome.
- You are fluent in English and French or Spanish. A good knowledge of Dutch or any other language such as Russian, Mandarin or Arab is a plus.
- Knowledge of Incoterms, letter of credit and trade or transportation documents are a strong asset.
- You are service-oriented, work accurate and you are an excellent planner.
- You have a proactive and critical mindset and take initiative in order to identify problems. During busy periods, you keep focused and you are flexible and collegial.

A multinational of Belgian origin

Manuchar is a global trading, logistics and distribution company, with more than 25 years of experience and headquarters in Antwerp, Belgium.

We operate with our own people (+ 2000 FTE) and through our own local infrastructure in over 40 countries, mainly in emerging markets.

Our trading activities cover Chemicals, Steel, Special Steel, Polymers, Pharmaceuticals, Wood, Spare Parts, Paper and Cement. Our distribution and also local value added logistics are mainly focused on Commodity and Specialty Chemicals.

Ingredients of our success? We know the products, markets, global & local logistical solutions and have the necessary financing capabilities.

But most of all ... We have the people that make it work!

Manuchar offers

- a job full of variety with long-term perspectives in an international environment
- cooperation with motivated & skilled colleagues in an open company culture
- an attractive remuneration package including fringe benefits
- a nice workspace where you can fully develop your talents

Interested?

If you want to take up the challenge and join an international fast growing team of dynamic colleagues, check our career site @ www.manuchar.com/careers