

Coordinator Supply Chain (32-40 hours)

Leclerc Baby has been located in the beautiful district Scheepvaartkwartier of Rotterdam since 2019. A young, innovative and above all fast growing company in children's products. We are active in 70 countries and very proud to be sold at approximately 1100 retailers.

Due to the rapid growth, we are looking for you!

Job description:

For the position of **Supply Chain Coordinator** we are looking for a new colleague who will be part of the supply chain team. You will work together with the departments; Sales, Finance, Marketing and Purchasing and you report to our operations manager.

The Supply Chain Coordinator is responsible for the execution of the daily processing of the sales orders and purchase orders. In this role, he/she manages the processing of the orders in the Netherlands and United Kingdom warehouse and ensures that the customer/consumer is provided with the correct information about the order status. The Supply Chain Coordinator also takes care of the administrative processing of tickets, which are received at the customer service.

Because the Supply Chain Coordinator plays a central role in the sales and purchasing process, there is daily frequent contact with the Sales, Purchasing, Finance and warehouse departments.

- Processing sales orders in the ERP System (Exact)
- Sending order confirmations to the customer and following up on customer questions about the orders
- Managing the processing of the orders in the warehouse NL and UK
- Informing customers about status of the shipment
- Formatting documents for the purpose of customs clearance and clearance of goods
- Processing of goods deliveries and receipts in our ERP System
- Weekly monitoring of outstanding deliveries

Qualities:

- ❖ Result-oriented
- ❖ Independent
- ❖ Proactive
- ❖ Accurate
- ❖ Team player

What we ask:

- ✚ Completed MBO/HBO education, preferably in logistics/commercial economics
- ✚ At least 2 years of experience in a similar position
- ✚ Experience in working in an international environment
- ✚ Good communication skills
- ✚ Good command in word and writing of Dutch and English language
- ✚ Experience with ERP systems, Exact is an advantage

Working conditions:

- ✓ We offer an appropriate monthly salary based on age and experience
 - ✓ An environment open to own initiative and new ideas
 - ✓ Many opportunities to develop yourself
 - ✓ Easily accessible by car or public transport
 - ✓ Lunch at the office
 - ✓ Sparkling office in the beautiful district of Rotterdam
 - ✓ Team outings
- ✚ We look forward to receiving your CV including demonstrable experience together with your motivation, please send this to: shirley@leclercbaby.com