

## OVERVIEW/KNOWLEDGE

The job purpose is to perform operations of the Inbound Department within the European Distribution Organization. Maintain and implement systems and procedures for operating efficiency. Interact with third party logistics service providers. Trace, track and expedite inbound shipments. Follow operational processes to receive all products and dispatching to the various distribution sites. Act as a facilitator between the different teams. As well analyse, processing of service provider invoices relative to all the inbound service and putting this accurate information into the RCC data base.

## DUTIES AND RESPONSIBILITIES /COMPETENCIES

### ➤ **Logistics**

- Check database daily to manage the arrival of Vessels
- Make necessary calls to shipping lines to manage and communicate ETA of Vessels.
- Coordinate with suppliers regarding current orders in the system.
- Ensure import data is always current in the RCC data base.
- Maintain no quay rental charges.
- Customs clearing of containers from port, follow company strategy.
- Organize most cost-efficient transport to distribution sites.
- Co-ordinate with warehouses for off- loading of containers.
- All processes and procedures are done in the RCC data base adhering to the company procedures.
- Adhere to all VAT requirements in all the various countries

### ➤ **Administration (*Inbound and Outbound service provider invoices*)**

- Check correctness (price, VAT number and code, important transport documents available, expiration date).
- Link service provider invoices to related transaction.
- When needed request Credit notes / corrections / extra documents.
- All processes and procedures are done in the RCC data base adhering to the company procedures.
- Adhere to all VAT requirements in all the various countries.
- Keep an orderly filing system.
- Responsible to carry out certain controls in RCC regularly to ensure correct data input
- Register all documents as defined.

# Inbound & Outbound Logistics & Administration



## QUALIFICATIONS/EXPERIENCE

- Proven track record in a complex and international environment.
- Solution driven.
- Sense of urgency.
- Strategic Thinking and process minded.
- Ability to connect with different stakeholders and identify right priorities for the team and company.
- Open mind-set and engaging attitude to build strong collaboration with third parties.

## REQUIREMENTS/SKILLS

- System skills in Excel, PowerPoint, Word.
- Experience with RCC data base that will have on job training
- Language skills: English other languages are a plus.
- Customer service, logistic or warehousing knowledge is required.
- Experience in warehouse environment is a plus.
- European VAT regulations know how.

To apply for this position, please contact Simon Mason by email, including your:

- Contact details.
- Curriculum vitae.
- Available start date.

Simon Mason, Managing Director, KEMAT

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