

Logistics Co-ordinator

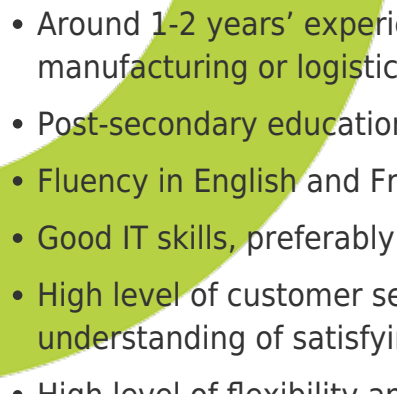
ES-13484

We are now seeking to appoint a Logistics Co-ordinator (Customer Service - English and French) for our Client's office in Dunaharaszti. Logistics team manages the supply of products manufactured worldwide to global customers.

Tasks & Responsibilities

- Handle customer inquiries regarding part supply
- Liaise with the commercial office for price offers
- Handle customer orders, by raising sales orders and by coordinating with procurement / suppliers
- Correspond with customers regarding details of the purchase
- Analyse schedules, identify problems and resolve them while coordinating with the customer/supplier
- Coordinate with the warehouse
- Control the unique product incoming
- Liaise with Quality dept. for handling claims and quality inquiries
- Review customer increases and decreases, handle situation, make early warning and escalation if necessary
- Prepare the obsolescence claims towards customers
- Maintain a continuous contact with finance department for payment and credit note issues
- Participate in system developments and process improvements
- Early warning of critical situation
- Create reports and analyses

Requirements

- 
- Around 1-2 years' experience in the field of customer service (international manufacturing or logistics background preferred)
 - Post-secondary education either as an OKJ or College / University
 - Fluency in English and French
 - Good IT skills, preferably using MS Office (especially Excel and Word)
 - High level of customer service orientation and deep knowledge and understanding of satisfying customers' needs
 - High level of flexibility and accuracy
 - Result-driven and performance-oriented personality
 - Excellent organizational and communicational skills
 - Excellent organizational and communicational skills
 - Automotive experience is a plus
 - Ability to start immediately is a big advantage
- 