

JOB DESCRIPTION

LOGISTICS OFFICER

Job Description

The logistic officer (M/F) is responsible for the organization of logistic operations of the plant's flows from receipt to shipment. His main tasks are to:

- **Manage supplies and stocks:**

1. Check and track stocks of materials, components etc.
2. Send supply programs for materials, components etc. from the IT tool
3. Send forecast programs (weekly and monthly)
4. Fill out requests for multi-day deliveries in the IT tool
5. Controlling Vendor Receipts vs. procurement Programs
6. Warn in case of drift (quality, quantity, delay) and inform his manager
7. Guarantee the supply for production or customer needs
8. Manage customer relations with suppliers

- **Manage sales administration / scheduling:**

1. Check the good transmission of needs
2. Prepare the picking / shipping lists from the IT system
3. Check availability of finished product stocks
4. Ensure stock rotations and be responsible for storage and retrieval of pieces
5. Manage disagreements (billing, customer ...)
6. Set up and ensure updates of KANBAN
7. Ensure the production of finished and semi-finished products
8. Ensure tracking of spare parts
9. Monitor the availability of empty packaging for production

- **Manage shipments:**

1. Carry out truck load plans and ensure their departure according to customer demands
2. Optimize transportation costs
3. Check transport and stockist invoices
4. Manage and ensure the return of damaged packaging

- **Realize Turning Inventories / Production Declarations:**

1. Edit rotating inventory sheets for all products
2. Make rotating inventories according to the rules
3. Make manual production declarations
4. Analyze inventory discrepancies

Profile and skills required

Job skills

- Logistic foundations
- Kaizen
- Production Control and Material Planning
- Transportation and warehousing
- Internal consulting
- IT skills: Word, Excel, Power point, Outlook

Specific Skills

- Ability to prioritize tasks
- Analytical and synthetic mindset

- Strength of proposal
- Team Spirit
- Highly developed interpersonal skills: communication, team-working, creativeness Independent

Education / Experience

- More than 3 years' experience
- HND or DUT graduate in logistic
- Experience in:
 - o Automotive industry
 - o An international environment
- Operational in English

Further information

Type of contract: CDI

Remuneration: Depending on profile

Date of taking office: As soon as possible

To apply please send your complete file to: recrougegoutte@reydel.com