

Trade Compliance



Locatie **Zuid-Holland, Bleiswijk**
<https://www.advertentieX.nl/x-956161-z>

Bedrijfsomschrijving

Thermo Fisher in Bleiswijk

Functieomschrijving

Purpose:

Responsible for the administrative support of the EMEA Export order flow and delivery process related to Distribution and Logistics. Assist in accurate logistics information flow to the designated Customer Care departments, Distributors and designated freight forwarders.
 Take care of the special customer requirements and country regulations including (export) documentation for all EMEA shipments.

Main responsibilities/tasks:

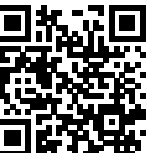
- Prepares all shipping documents for orders which require special documentation. Book orders with the Freight forwarders (shipment from EDC to the end user or airport of destination) while ensuring accurate and on-time delivery.
- Plans and prepares export documents for Intercompany shipments to other Thermofisher DC's globally and assures timely delivery.
- Assist in arranging specific delivery requests from the Customer

- Work closely with the EDC warehouse, the designated Customer Care departments and freight forwarders to ensure accurate order flow and logistics execution.

Skills/Experience required:

- Good command of Dutch and English language both oral and written
- Accuracy generating & processing data
- Knowledge of Microsoft office Outlook, Excel, Word
- Demonstrate problem solving ability
- Capable of working in a team

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- Flexible, motivated, enthusiastic & able to withstand stress
 - Customer First Focus
 - Education minimum MBO (administrative and/or logistics background)

Gevraagd opleidingsniveau: minimaal MBO.

Voor deze functie wordt minimaal 1 ja(a)r(en) relevante werkervaring gevraagd.

Meer informatie is te verkrijgen bij Adecco Regio Den Haag Large, telefoonnummer (070) 311 76 00.

Referentienummer van deze vacature: M.