

VESPER AG is a young, dynamic physical trading company. We have our headquarter in Baar, Switzerland and we have offices and a warehouse in Meer, Belgium. We are trading successfully worldwide and are looking to propel that success by further building our team.

For our offices in Meer, Belgium, just across the border from the Netherlands, we are hiring a

Logistics & Operations Coordinator

in charge of day to day trading operations.

Your main responsibilities will be:

- Coordination and planning of cargo shipments (containers & trucks) with clients and suppliers and other third parties from all over the globe.
- Client invoicing and supplier billing (Exact bookkeeping software).
- You will have oversight for our operations in our warehouse in Meer, Belgium
- Optimization of our work processes on a continuous basis, working closely with Operations in our Switzerland office.
- Close cooperation on a day to day basis with our clients, suppliers and warehouse employees.

Your Profile

- You have working experience in the world of logistics; you know how to manage container and truck shipments.
- You are familiar with all documentation involved in cross border shipments.
- Minimum 4-6 years working experience.
- Coordinating operations gives you extreme pleasure, making customers happy and achieving success makes you feel fantastic.
- Fluency in German and English, any other language is advantageous.
- You know how to work with MS – Office and in general, you are a digital savvy person.
- You don't have a 9-5 mentality, like to work at a fast pace.
- You are meticulous and work efficiently.

We are offering you:

- A dynamic work environment where your input is highly valued, short decision lines, and your own contribution is quickly visible.
- An interesting opportunity to learn and grow with a growing international company.
- A large variety of tasks which will make your day to day work very varied.
- A young and energetic team.

Sounds Interesting? Send your application to hr@vesper-europe.com

We are looking forward to hearing from you!

VESPER AG

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