Warehouse Coordinator

Do you have an interest in logistics and warehousing? Do you enjoy a dynamic work environment? And do you have a flexible and stress-resistant work ethic? Then you're the new warehouse coordinator we're looking for!

To expand our team, we're looking for a new warehouse coordinator. At KLG Europe, we have a great warehouse that's managed entirely by the warehouse coordinators.

As a warehouse coordinator, you'll be responsible for gathering and relaying information. You'll do this in a way that ensures goods are stored according to the agreements made with the customer. Maintaining contact with customers and carriers is also part of your responsibilities. You'll work closely with the warehouse staff, but you won't be managing them directly—that's handled by the warehouse manager. It's a full-time office position where you'll serve all our customers alongside a fun, driven, and dynamic team.

What will you do?

- Making and fulfilling clear agreements with customers;
- Handling correspondence and phone calls with business contacts;
- Processing and managing orders, receipts, and inventory in WMS;
- Creating files and efficiently recording information;
- Clearly and fully communicating the warehouse schedule regarding orders and activities to be carried out;
- Providing the warehouse billing department with clear and complete data regarding amounts to be billed;
- Ensuring that regular checks of both the quality and quantity of goods are conducted;
- Contributing ideas and suggestions to ensure that processes and procedures are continuously improved;
- Adopting a customer-focused approach (both internally and externally).

Location

Venlo

What KLG Europe offers

- A team of experts with whom you'll work together to achieve results and look back with satisfaction on your workday and your completed tasks;
- Working for a growing and financially sound logistics service provider where values and standards have played a key role for decades;
- Competitive employment conditions, including a competitive salary based on full-time employment;
- Working in an accessible organization with short lines of communication;
- Support and opportunities for training, personal development, and career advancement;
- An informal and pleasant working atmosphere;
- Opportunities to contribute your own ideas and be creative;
- A dynamic, international, and innovative work environment;
- A retirement plan;
- Fun activities and outings.

Your profile

- You have at least a vocational education (MBO) level of work and thinking;
- You have good verbal and written communication skills in Dutch and English;
- You have more than a basic knowledge of MS Office, particularly Excel;
- You have experience working with WMS and an understanding of logistics and warehouse processes;
- Knowledge of customs regulations is a plus;
- You are able to handle stress, are accurate, organized, and systematic.

KLG Europe

KLG Europe is a global logistics service provider that successfully combines the strengths of a multinational company with the culture of a family business. Our people are our most important asset. They are the foundation of our company and our success.

KLG Europe stands for Borderless Logistics. In addition to offering our people limitless opportunities, we provide them with a stable and welcoming home base. That is why we are committed to investing in the growth and development of our employees.

Interested?

Can you see yourself building a career at KLG Europe? If so, apply via the 'Apply now' button in the vacancy on our Careers website.

If you have any questions, please contact Rob van den Brandt by telephone on +31 (0)77 324 5020.

For more information, we invite you to visit our websites: www.klgeurope.com or www.werkenbijklg.nl.