

(Assistant) Transport Coordinator Eastern Europe

Do you have an affinity for logistics? Do you enjoy dynamic, varied, and challenging work? And do you have a commercial and solution-oriented mindset? Then you might be the new Transport Coordinator (or Assistant level) we are looking for within our Eastern Europe & Turkey team!

We are looking to strengthen our team with both an Assistant Transport Planner and a Transport Planner. In both roles, you play an important part in ensuring smooth transport operations to and from Slovenia, Croatia, the Czech Republic, Slovakia, Hungary, the Baltic States, Bosnia and Herzegovina, North Macedonia, Turkey, Serbia, Montenegro, Kosovo, Greece, Bulgaria, and Romania.

What does your workday look like?

KLG Europe stands for Borderless Logistics, and to strengthen our Eastern Europe team, we are looking for an Assistant Transport Planner and a Transport Planner.

As an **Assistant Transport Planner**, you support the planning team in coordinating international transport. You assist with administrative tasks, monitor shipment progress, maintain transport data, prepare transport documentation, and communicate with carriers, agents, and customers. This role offers an excellent opportunity to learn the transport planning profession and develop towards a Transport Planner position.

As a **Transport Planner**, you are responsible for coordinating international transport. You start your day by reviewing the transport planning and following up on ongoing shipments. Together with your colleagues, carriers, international agents, and customers, you ensure that shipments reach their destination on time, without damage, and according to customer requirements.

Throughout the day, you coordinate daily transport activities, monitor delivery schedules, and proactively respond to changes or challenges in the planning. In addition, you are responsible for the administrative processing of transport orders, maintaining accurate shipment data, and preparing transport documentation.

You will work in a dynamic and energetic team where collaboration is key. There is room for social interaction and humor, but when needed, everyone rolls up their sleeves to provide the best possible service to our customers. At the end of the day, you review your planning and administration one final time, knowing that you have contributed to an efficient and reliable logistics operation.

What will you do?

- Accepting, confirming, and entering orders (creating files) received either directly from customers or through the sales department;
- Assigning freight to one of our strategic carriers, continuously aiming to optimize the balance between price and transport within the agreed transit times;
- Preparing loading orders and unloading lists and sending them to the carrier;

- Providing loading instructions to warehouse staff and clearly indicating any irregularities;
- Fully and accurately instructing carriers, trailers, or container operators for each trip or shipment;
- Sending complete shipment instructions to agents;
- Fulfilling administrative obligations towards clients, shippers, and agents;
- Maintaining contact with carriers, customers, and international agents;
- Informing customers and carriers in a timely manner in case of irregularities;
- Answering questions from customers and carriers;
- Handling complaints appropriately by resolving them or escalating them when necessary.
- A knowledgeable team, with whom you achieve results together and can look back on your workday and complete planning with satisfaction;
- Working for a growing and financially healthy logistics service provider where standards and values have played an important role for decades;

What does KLG Europe offer?

- Good employment conditions, including an attractive salary based on a full-time position;
- Working in an accessible organization with short communication lines;
- Attention and opportunities for training, personal development, and career growth;
- An informal and positive working atmosphere;
- Room for your own input and creativity;
- A dynamic, international, and innovative working environment;
- A pension scheme;
- Fun activities and outings;

Watch our video about working at KLG as well: [Werken bij KLG Europe](#).

Your profile

- You have MBO level 4 working and thinking ability;
- You have at least 2 years of experience in a similar position;
- You can communicate in Dutch, English, or German;
- You are precise and accurate, and you handle customer data carefully;
- You have strong communication skills and find it easy to connect with customers;
- Experience with Word and Excel is a plus.

KLG Europe

KLG Europe is a global logistics service provider that successfully combines the strengths of a multinational with the culture of a family-owned business. Our people are the most important factor. They form the foundation of our

company and our success. KLG Europe stands for Borderless Logistics, and in addition to offering limitless opportunities, we also provide our employees with a stable home base. We are therefore happy to invest in the growth and development of our employees.

Locatie

Venlo

Interested?

Do you see yourself building a career at KLG Europe? Then apply using the “Apply now” button on the vacancy on our Careers website. For questions, you can contact our Recruiter Aylin Cekic for more information, we kindly invite you to visit our website.

www.klgeurope.com of www.werkenbijklg.nl.