

GEOxyz – Logistic Support Assistant

Looking for a Logistics Support Assistant

As a Logistics Support Assistant at GEOxyz, you will be responsible for the following tasks:

- You support in organizing transportation efficiently.
- Providing administrative support in transport planning and the processing of transport documents.
- Collecting essential data and maintaining communication with drivers.
- Performing thorough checks and monitoring the entire logistics process.
- Preparing the required and requested shipping documents.
- Offering general support with purchasing and administrative tasks.
- You will organise and coordinate international shipments, including ensuring that customs formalities are correctly completed.

What do we expect from you?

- You hold a bachelor's degree.
- You have at least two years' experience in a similar role.
- You have strong organizational skills and excellent time management abilities.
- MS Excel, Word, and Outlook are familiar tools to you.
- You have a hands-on mentality and can effectively prioritize tasks.
- You take responsibility and are comfortable working in a dynamic, organized environment.
- You have an eye for detail and work with precision.
- You are able to adapt quickly and are flexible in a project-based working environment.
- You work in a cost-conscious manner and take responsibility for the transport operations you organize.

What do we offer you?

- An exciting role in a fast-growing work environment.
- A pleasant atmosphere within a young and dynamic team.
- An attractive salary package.
- The opportunity to further develop and grow within our organization.
- You will work with the latest high-tech equipment on various projects.

<http://www.GEOxyz.eu>