

GEOxyz – Logistics and Customs Coordinator

Looking for a Logistics and Customs Coordinator

As a **Logistics and Customs Coordinator**, you will play a key role in ensuring smooth and efficient logistics operations and customs processes. You will be part of the Survey Equipment & Logistics team, leading two logistics support colleagues and reporting directly to the Logistics Manager. You will be responsible for the following tasks:

- Organize and coordinate all transportation in an efficient and cost-effective manner.
- Maintain close contact with internal departments and external partners to identify the best shipping solutions.
- Ensure all related administrative tasks are handled accurately and on time.
- Act as the main point of contact during customs inspections.
- Perform thorough checks and monitor the entire logistics process.
- Prepare all required and requested shipping documentation.
- Take the lead in applying for and managing customs licenses and permits.

What do we expect from you?

- You hold a bachelor's degree.
- You are highly organized and manage your time efficiently.
- You have a keen eye for detail and take pride in maintaining accurate and well-structured administration.
- You work independently and make well-considered decisions.
- You are proficient with MS Excel, Word, and Outlook.
- You have a hands-on mentality and can set priorities effectively in a fast-paced environment.
- You take ownership of your responsibilities and thrive in a dynamic and structured workplace.
- You are flexible and can adapt to last-minute requests or changes.
- You are confident in communicating and negotiating with external partners.
- Experience with international import/export procedures (e.g. MRN, T1, EX-A, RTO...) is a strong plus.

What do we offer?

- An exciting role in a fast-growing work environment.
- A pleasant atmosphere within a young and dynamic team.
- 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>