

## OVERVIEW/KNOWLEDGE

The job purpose is to perform operations for Kemat of the packed goods within the European Distribution Organisation. Maintain systems and procedures for operating efficiency. Interact with third party logistics service providers. Follow operational processes to receive all products and dispatching from Kemito. Act as a facilitator between the different teams. As well analyse, processing of service provider invoices relative to all the operational services, and putting this accurate information into the RCC data base.

## DUTIES AND RESPONSIBILITIES/COMPETENCIES

### • Logistics

- Input and email of all packed goods sales confirmations to customers.
- Check database daily to manage the packed goods deliveries to customers.
- Ensure the data is always current in the RCC data base related to collections, deliveries.
- Customs clear when required.
- Organise most cost-efficient transport to customers.
- Compare and negotiate operational costs with different service providers.
- Prepare all operational documentation, Picking form, COA, Delivery notes, CMR, for each delivery.
- Co-ordinate with warehouses for loading and off-loading as required.
- All processes and procedures are done in the RCC data base adhering to the company procedures.
- Adhere to all VAT requirements in all the various countries.

### • Administration

- Check correctness (price, VAT number and code, important transport documents available, expiration date).
- Link service provider invoices to related transaction.
- When needed request Credit notes / corrections / extra documents.
- All processes and procedures are done in the RCC data base adhering to the company procedures.
- Adhere to all VAT requirements in all the various countries.
- Keep an orderly filing system.
- Responsible to carry out certain controls in RCC regularly to ensure correct data input.
- Register all documents as defined.

## QUALIFICATIONS/EXPERIENCE

- Proven track record in a complex and international environment.
- Solution driven.
- Sense of urgency.
- Strategic Thinking and process minded.
- Ability to connect with different stakeholders and identify right priorities for the team and company.
- Open mind-set and engaging attitude to build strong collaboration with third parties.

## • REQUIREMENTS/SKILLS

- System skills in Microsoft Excel, PowerPoint, Word.
- Experience with RCC data base that will have on job training.
- Language skills: English other languages are a plus.
- Customer service, logistic or warehousing knowledge is required.
- Experience in Warehouse environment is a plus.
- European VAT regulations know how.

To apply for this position, please contact Simon Mason by email, including your:

- Contact details.
- Curriculum vitae.
- Available start date.

Simon Mason, Managing Director, KEMITO

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