

JOB DESCRIPTION

Position	Import Logistics Assistant
Company	The Cotton Group SA (www.bc-collection.eu)
Department	Supply Chain
Reports to	Supply & Logistics Manager

PURPOSE OF THE JOB

Management and follow-up of administrative logistics processes, from the placement up to the inbound in warehouse.

KEY RESULT AREAS

- ✓ Administrative follow up of the purchase orders
 - ✓ Opening and follow up of the documentary credits and collections (D/P, D/A)
 - ✓ Shipping documents management
 - ✓ Management of commercial invoices
 - ✓ Support our team in Bangladesh and others departments, answer to all specific requests
 - ✓ Follow up of sea & air shipments
 - ✓ Customs clearance formalities (customs clearance and delivery planning, issuance and sending of needed documentation)
 - ✓ Reporting
 - ✓ ERP Master Data Management
 - ✓ Price list update & follow up
 - ✓ Insurance claims management
 - ✓ Archives (filing, customs documents)
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PROFILE

Qualification & experience

- ✓ Bachelor's degree in Logistics, Administration or similar
 - ✓ Minimum 2-3 years of experience in managing international logistics flows and related documents, or any other relevant experience in an administrative role
 - ✓ Fluent written and verbal communication in French + English
 - ✓ Planning & Organizational skills
 - ✓ Able to work in an international and multi-cultural environment
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Personal skills

- ✓ Result-driven & detailed oriented
- ✓ Multitask & problem solver
- ✓ Customer minded (internal/external)
- ✓ Team spirit
- ✓ Quick learner

IT skills

- ✓ Computer minded
- ✓ Very good knowledge of Excel (Pivot tables, VLOOKUP)
- ✓ Good knowledge of other MS office tools (Word, Access)
- ✓ First experience with any ERP system is an asset

COMPETENCIES

1. LOYALTY TOWARDS THE COMPANY: identify yourself to the company (values, interests, vision, procedures, etc.) and act so in and outside the company.
2. COLLABORATION: contribute to a common objective or to conflicts resolution, even if there is no personal interest.
3. CREATIVITY: express new and original working methods, ideas and solutions.
4. INITIATIVE: take initiative, act in a pro-active way.