

Logistics Officer

Function description

The Logistic Officer is responsible for the procurement documentation works , inbound and outbound logistic operation for the Ikaros Solar Group.

Tasks and responsibilities

- Perform Solar PV project purchasing needs such as sourcing of products, planning, proposing, comparing, product testing.
- Responsible to source, negotiate and purchase materials from vendors in Europe.
- Furnish monthly purchasing and inventory report.
- Evaluate supplier performance annually based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- Evaluate quotations to ensure that they are in line with the technical and commercial specifications required by end-users.
- Execute procurement processes from the receipt of the procurement requests through to the placement of the purchase order.
- Support the invoice verification and processing, posting of purchase orders for closing and Goods receipt (GRN) promptly.
- Assist in the preparation of external and internal audits.
- Maintaining accurate local/overseas purchase records.
- Responsible for inventory update and stocktaking.

Profile

- Experience and affinity with transport.
- Fluent in English and Dutch. French is a plus.
- Analytical profile with an eye for detail.
- Able to handle changes and unforeseen circumstances.
- Strong organizational and administrative skills.
- Solar PV project knowledge is an advantage.
- Excellent with Microsoft office (Word, Excel, Outlook)

Offer

- Position based in Schoten - Belgium.
- A financially stable organisation in a dynamic environment.
- A company with respect for the environment and sustainable business.
- An attractive function with a wide range of tasks and an international environment that stimulates initiatives.
- Competitive salary with extra benefits.

