Supply Chain Coordinator

Our client, a well-established multinational company wishes to employ a Supply Chain Coordinator

**Main Accountabilities**

* Efficiently enter and manage all company orders to relevant factories
* Liaise daily with procurement & planning for order status ensuring delivery commitment
* Handling of cancellations or changes in sales orders and communicating such changes effectively and timely to all related departments
* Co-ordination of shipments with all customers
* Logistics co-ordination with forwarders
* Provide sales assistance to Area Sales Managers by producing reports, memos, letters, spreadsheets and general administration
* Import/Export co-ordination
* Invoicing of all orders
* Co-ordination with logistics Department for preparation of shipping documents.
* Co-operating with Accounts Department for overdue payments
* Responsible for collecting data to be used in the development of critical departmental objective monitoring systems

**Ideal Candidates must have:**

- Perfect command of English language (written and oral)

- Ideally German language also

- Excellent Computer literacy

- A bachelors degree

- Excellent communication skills

- Prior experience in customer service or commercial support departments

To apply: Please send resumes in Microsoft Word format at info@hrstrategy.gr mentioning job title ([www.hrstrategy.gr](http://www.hrstrategy.gr))