



DANDROY is a logistics company providing transport and warehousing solutions. DANDROY is specialized in part loads transport to France and Italy, but also offers full loads services across Europe. DANDROY offers warehousing services for chemical and dangerous goods. The company has its own warehouses and vehicles. It is based in Mollem – Asse, north-east of Brussels. DANDROY is constantly growing and operates in a dynamic environment.

Currently DANDROY is looking for a:

## WAREHOUSE AND STOCK COORDINATOR (m/f)

### Job Description:

As warehouse coordinator you are responsible for operational, quality as well as safety aspects of the warehouse. You report to the logistics manager and are in contact with our customers, suppliers, as well as other departments within our company.

### Responsibilities (not limited):

#### Operational:

Responsible for **daily movements** (inbound/outbound) of goods for various customers.

- Preparing customers' orders to have them ready to ship (documents, procedures).
- Booking and follow-up of carriers and transportation services.
- Coordination and confirmation with customers.

Responsible for **stock management** and accurate follow-up of movements:

- Ensuring that the stock list is always up to date (corrective actions if not).
- Ensuring that the stock list contains correct information (for emergency plan).

Responsible for **billing and invoicing** of warehousing activities (together with accounting).

Responsible for **warehousing operator's team** (together with HR).

#### Safety:

Coordinator for evacuation and emergency plan (+ exercises on regular basis), testing of extinguishing systems.

#### Quality:

Responsible for regular audits of external parties for quality inspection.

Responsible for reach trucks, and follow-up of rolling materials.

### Profile:

You have a bachelor in logistics, transportation, international trade, or equivalent fields.

You have at least 5 years of experience in above mentioned fields (especially warehouse/logistics management is a strong plus, and eventually did project management before)

You are familiar with Microsoft Office, particularly good knowledge of Excel, as well as WMS.

You are fluent in French, Flemish (Dutch), and English. Any other European language is a plus.

You have good interpersonal skills and a true team player, able to share problems and advice.

You are an excellent communicator and able to work under stress in a dynamic environment.

You like to work in a growing company, where human contacts and your colleagues are key to success!

### How to apply?

Send your CV to [jobs@dandroy.be](mailto:jobs@dandroy.be)

or visit us DANDROY – Industriezone 5 – MOLLEM 515 – 1730 Asse – Belgium +32 2 454 00 43

