

NEUROSOFT S.A.

Logistics Coordinator

(REF_LC_06.19)

Neurosoft S.A. is a leading software, networking, information security and ICT services provider in financial, telecommunication, transportation, utilities, Gaming and government sectors, providing solutions and services aiming to increase operating efficiency and security. Listed in the Italian Stock Exchange since 2009, currently employs 200+ highly skilled professionals with in depth expertise in their field.

We have an open vacancy for a Logistics Coordinator in the Operations Unit, who will be coordinating and monitoring company's Logistics Operations across Greece and Cyprus serving a range of customers.

Main Responsibilities

- Produces orders and arranges stocking of materials in 40 warehouses to ensure they meet needs using the company WMS system
- Communicates with 3PL suppliers, company warehouse staff, equipment vendors, partners and customers to schedule the timely and effective shipment of materials
- Tracks the shipment and delivery of equipment, resolves issues arising and when needed, coordinates with internal teams, clients and 3rd parties for the timely resolution of issues and disputes
- Tracks the available stock in partner warehouse and triggers new materials orders and RMAs
- Prepares accurate and timely reports of equipment status and location to be used by company management and clients
- Maintains up to date the WMS/ERP system and produces the required reports, regular and ad-hoc
- Collaborates with the Field Service and Warehouse Teams to ensure that the Logistics operations are aligned with the company's commitments
- Collaborates with the Finance/Accounting Team to ensure Logistics procedures adhere to company's and regulatory standards
- Produces necessary work instructions and contributes to the development of related procedures
- Ensures adherence to agreed field SLA and Rollout targets as well as Regulatory requirements

Professional Experience & Qualifications

- TEI/IEK degree in Logistics, Supply Chain management, Operational Research, Accounting
- At least 3 years of experience in a similar position
- Good knowledge of WMS packages and MS Office
- Ability to input, retrieve, compile and analyze data
- Strong time-management and activity coordination skills
- Good organizational and problem solving skills
- Accuracy and attention to detail
- Ability to work efficiently both within a team as well as independently
- Good use of English language, oral and written

We Offer

A competitive compensation package, a stable and enjoyable working environment, excellent opportunities for professional development, working on leading-edge technology and industry trends.