



Shipping Assistant

About the job

We are looking for a resourceful and accountable employee for our Supply Chain Department.

You will have close corporation with your colleagues in our Supply Chain Department and you will work with various tasks within sales administration and logistics.

Your responsibilities

- Handling of sales order flow – “order to cash”
- Sales quotations in our ERP system
- Transport planning and bookings with transport suppliers
- Planning of order picking and shipping
- Preparation of shipping documents e.g. EX.1
- Invoicing and handling of letter of credit
- Intercompany order management
- Various projects in Supply Chain

Your profile

We expect you to be responsible and service-minded and imagine that you:

- Are experienced in logistics and supply chain
- Are educated freight forwarder or having minimum two years education in the area of logistics and business economics
- Have experience with ERP systems – preferably Microsoft Dynamics AX
- Have excellent written and verbal communication skills in English, Danish as well as one other foreign language
- Have a positive approach to customers and colleagues
- Thrives in an ever-changing environment at a high pace

We offer

The chance to contribute to a sustainable future of global agriculture. To be part of an innovative and fast-moving company that aims to help feed a growing global population. Our more than 900 employees develop intelligent farming solutions to increase food security without harming the environment. You will work globally locally in a flexible work environment with opportunity for both personal and professional growth.

This versatile full-time position is based at our head quarter in Nørre Alslev, Denmark.

Application

You are welcome to contact Customer Service & Planning Manager Anders Heyn on tel. no. +45 30 24 23 53 for further information. We look forward to receiving your application and your CV as soon as possible and no later than May 16, 2021 mark. "Supply Chain". Send your application by mail to hr@hardi.com. Enlighten us on where you saw the job advertisement.