

# Chemviron Carbon

**Chemviron Carbon**, the European operations of Calgon Carbon Corporation, is a global manufacturer, supplier, and developer of granular activated carbon, innovative treatment systems, value-added technologies, and services for optimizing production processes and safely purifying the environment.

The company has production facilities in the U.S.A., Europe and in China. The European branch is headquartered in Feluy, Belgium, next to the company's largest reactivation facilities.

We are expanding our reactivation and service capabilities in Feluy in response to increased demand for activated carbon and associated services for a number of fast-growing applications in Europe.

At our facility in Feluy (30 minutes from Brussels) we are looking to recruit a

## **LOGISTICS COORDINATOR**

(m/f)

### ***The Role:***

- Make transport arrangements and documents (ex : pick tickets) to meet the required delivery requests, take corrective action when needed and check the supplier transport invoice for accuracy
- Ensure that the required export documents and paperwork are provided and available to meet order and payment term requirements. To communicate and confirm order delivery with Customer Service Coordinators
- Process invoices accurately and promptly so as to maintain the accuracy of stock and ensure that the invoices are prepared before monthly deadlines
- Collate and file paperwork on shipments in a manner that enables prompt and easy retrieval
- Resolve customer invoice issues to customer satisfaction and assist in customer complaint resolution
- Maximize the use of SAP capabilities, promptly raising issues that need corrective actions

### ***The Profile:***

- Minimum A1 diploma, preferably in logistics, or higher degree.
- Excellent computer skills
- Analytical skills
- Languages: very good knowledge of English/French, other languages are an asset
- Willingness to learn about logistics coordination in a business-to-business environment
- Export knowledge
- Good knowledge of SAP preferred
- Able to work in a team but function independently
- Good judgment and sensitivity to customer needs

If you are interested, please send your cover letter and Cv to:

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