



Overseas Distribution Company – Order & Supply Chain Specialist

Your responsibilities

As an Order & Supply Chain Specialist at Overseas Distribution Company, you are a bit of a spider in the logistics/administrative web. You act as liaison for both customers, suppliers and internal departments; providing status information on products/services; answering questions of all kinds and solving emerging problems ad hoc.

Our customers can be reassured : all obstacles in the delivery of their products are immediately addressed by you. You carry out this whole set of tasks efficiently and with the necessary accuracy. In short : You handle customer logistics requests from A to Z (from incoming Sales order, over arrangement of transport to delivery to the customer) and you maintain positive customer relations by taking care of their orders.

Each day may look different, but here are some elements that are sure to recur:

- Maintain customer accounts by processing customer orders.
- Follow up the entire outbound process from order to final delivery to the customer.
- Handling complaints, providing appropriate solutions and alternatives within time limits and also following up to ensure that the problem has been resolved.
- Manage daily customer orders and update our systems appropriately.
- Ensure accurate, valid and complete information by using appropriate systems and using them correctly
- Strong communication to customers and ODC colleagues
- Going the extra mile to ensure continued customer engagement

The profile of our ideal candidate

- A Bachelor's degree, preferably in a logistics-oriented field.
- Knowledge of logistics and transport management.
- A hands-on mentality.
- Logical and analytical thinking.
- Capable of managing a variety of customer requests.
- Excellent written and verbal communication skills, along with strong interpersonal skills.
- Proficient in planning, coordinating, and follow-up.
- Fluency in English en Dutch.

- Demonstrable core competencies: collaboration, problem-solving, results-oriented, initiative, and adeptness in working with digital systems.
- Ability to align with our core values: demonstrating mutual respect, striving for long-lasting and sustainable relationships, seeking improvements, being transparent, and contributing to a pleasant work environment.

What do we offer?

- A full-time position with hours from 8am to 4pm, Monday to Friday. (No shifts and no weekends)
- Joining an exciting global business within a financially secure organization.
- The chance to demonstrate and increase your logistical and organizational skills and knowledge in an open environment with a flat hierarchy, great flexibility, and rapid decision-making processes.
- Engaging with international contacts and fostering global connections.
- Becoming an integral part of an exceptional team and a forward-thinking company.
- Enjoying a dynamic workplace with a diverse range of tasks, constant variety, and interesting projects.
- The potential to assume additional responsibilities as you grow.
- A competitive compensation package aligned with your skills and experience.
- Access to various employee benefits.

Overseas is a very ambitious company that wants to grow strongly and quickly. We want to be the best in our industry. To achieve this, we want to bring top talents on board. Can you convince us of your talents and are you looking for a challenging job? Then surf to careers.overseas.be and respond using the form.

<http://www.overseas.be/>