

## **Supply Chain coordinator (H/F)**

### **Our client:**

For a top international company based in Geneva.

### **Role & Responsibilities:**

- Process Sales and Purchase Orders within SAP ECC.
- Ensure parameters in the Sales and Purchase Orders are correct and executed in a timely manner while complying with policies and procedures and business requirements
- Perform all administrative work, and data maintenance, to ensure accurate order output.
- Ensure that relative documentation is properly issued and provided in time to the recipient for the customs clearance.
- Initiate and follow-up on the documents certification and legalization as per markets or customers requirements.
- Ensure all activities undertaken by the incumbent comply with the company policies and procedures
- Support concerns/questions from the internal & external auditors.
- Ensure own back up materials is kept up to date.

### **Profile:**

- High School Diploma and or Commercial Diploma
- 3-5 years of experience in the area of Supply Chain in a multinational company. Experience in Logistic in an Asset
- **Fluent in English**
- **Advanced in SAP ECC**

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** Immediately

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
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