



Inventa Logistics is the newest member of the Schavemaker Group and is directly connected with Schavemaker Logistics Solutions. Schavemaker Logistics Solutions focuses on contract logistics and warehousing, offering customers value adding services like final mile distribution, multimodal transportation possibilities, customs or even taking over customer service activities.

Inventa Logistics is set up within this same scope, but fully focused on developing and strengthening the logistic flows between China and Europe. We are creative in developing logistic solutions for our broad base of customers and we make sure we deliver as promised, always! For this member we are looking for a:

Warehouse Coordinator

Do you enjoy planning, organizing, and managing the various activities in your life? Are you always looking for creative solutions to improve efficiency and lesser workload? Then this role might be exactly what you are looking for! In this position, you will be able to fully utilize the knowledge gained during your various years of education and experiences so far. You will complete a hands-on position through this role, allowing you to develop skills, practice strategies and perform role-related tasks to become a true master in the field of International Logistics and warehousing operations.

Where will you work?

As a Warehouse Coordinator, you will be supporting Inventa with its International supply chain and various related projects. In this fast-paced, dynamic organization, you will start to develop your logistics skills while simultaneously fine-tuning your knowledge on operations management, analysis, accounting, and finance. You will assist employees in properly organizing, managing, and improving all kinds of logistics processes.

There is not always a ready-made, one-size fits all solution, but with your problem-solving skills and out-of-the-box creativity this is no issue for you. Without hesitation, you can keep your focus on what needs to be done without getting cold feet.

You will have the opportunity to gain valuable experience within the company which can greatly benefit your future prospects in the field of Logistics!

What can you expect?

- coordinate incoming and outgoing inventory deliveries
- assign delivery/pickup stations
- oversee and assist with the loading and unloading of deliveries
- allocate and organize storage locations according to requirements
- sort inventory according to established procedures
- mark inventory with identifying information
- update and maintain storage database
- track and manage inventory by completing regular cycle counts
- maintain inventory records and databases
- identify potential inventory shortages and communicate with relevant department
- coordinate the purchase of new inventory
- provide regular inventory reports to management
- pick and prepare orders to be shipped
- ensure proper packaging and labeling of shipments
- ensure shipping counts match the order documents
- process and provide necessary paperwork for shipments
- coordinate delivery sequence according to orders and balancing weight for appropriate delivery vehicle
- process and coordinate customer returns
- receive and verify accuracy of incoming inventory
- resolve any discrepancies between paperwork and inventory received
- inspect and ensure quality of incoming inventory
- process returns
- ensure accuracy of shipping and receiving documents
- enter all information into the system for deliveries and shipments
- maintain all records/logs relative to shipping and receiving
- adhere to all safety standards and operating procedures
- ensure strict adherence to all housekeeping and warehouse standards

What do we require?

- Fluent written and verbal communication skills in English and Chinese. Knowledge of Dutch language is a plus.
- Higher education degree or above, majoring in Logistics Management, Communication, or International Business.
- Fast learning skills and a can-do attitude!
- Excellent customer service and client relations skills.
- Expert inventory management.
- Problem solving, you can quickly get to the core of an issue and find creative solutions.
- Good time management skills: Organize, plan, prioritize and complete assignments assertively within the given timeframes.



- Team player: Communicate, reach, and collaborate with colleagues efficiently, either by helping them out or by asking for assistance.
- Ability to use computers, software and other technology for inventory and communication purposes.
- Understanding of the supply chain, including common obstacles and effective solutions.
- Familiar with WMS Systems and inventory scanner systems.
- Familiar with Microsoft Office tools, video editing software and video production equipment.
- Valid working permit (at least for one year) in The Netherlands; company may offer KM sponsorship for the most suitable foreign candidate in case.
- Possession of a driver's license (B) is a plus

What can we offer you?

- A full-time position, 40 hours per week, with future possibility for growth in responsibilities and career prospects).
- A comfortable and well-equipped office.
- Project and other research related topics.
- A place to fully realize your potential through fast paced learning.
- A dynamic, welcoming, and international team of professionals.
- A far-reaching international network.

Where are we?

Our office is based in the Netherlands, Moerdijk.

Our warehouse is located at Fazantweg 4, 4791RR Moerdijk.