

## Addity's – administrative and logistics coordinator

Addity's is looking to reinforce its team with a strong communicator to take ownership of the logistics process of the order handling, purchase and to support sales activities. This to support Addity's in its growth.

### Role description:

- Order handling from the order receipt, through the entire supply chain process to invoicing.
- Take care of all related documents: order confirmation, export documents, transport documents, invoice, CoA...
- Proactively communicate with customers on leadtime, forecast, export formalities, available quantities,...
- Make sure all transactions are properly registered in our newly implemented ERP system.
- Organise sample shipments.
- Be the focal point of contact for our transporters and make sure the right logistics solution is found with a good balance in service & cost.
- Focal point for communication with external warehouse partners: send loading/unloading instructions, plan repackings, communicate on relabelling,...
- Primary contact for our customs agent.
- Send purchase orders to suppliers and follow-up the purchase process (transport, booking in lots, invoices,...)
- Support manager on quality management and follow-up. Eg request quality information to suppliers and share with customers.
- Help the process of continuous improvement of our ERP system. (EG implementation of communication in more languages)
- If affinity, support in the development of commercial information (brochures, website,...)

### Qualifications:

- Preferably someone with a bachelor or master in supply chain, sales, business or communication
- Good and fast communicator
- Fluent use of several IT applications: excel, word, ERP (Microsoft business central),...
- Ready to work independently in a small team, entrepreneurial spirit, hands-on (there will be a lot of learning on the job but also possibilities to follow external training).
- Languages: English and French are a must, Dutch, German or any other languages are an asset.
- Be punctual and precise on administrative documents

For all transactions with Addity's, our general terms and conditions apply, those can be requested or consulted on our website <https://www.addity's.com/pdfs/cgv/addity's-sprl-cgv-en.pdf>

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- Service oriented towards customers.
- Problem solver (for example when a supply chain issue needs fast action)
- Previous experience in customer service, supply chain, logistics, chemical distribution, etc is an asset.

Offer:

- A challenging and varied job in a healthy company with growth ambitions, possibility to grow together with the company
- Salary conforms experience and education
- You will be intensively trained and coached by the general manager in a first phase but with ongoing freedom as experience and track record is shown.

*About Addity's:*

*Addity's is a Belgium based distributor of specialty chemicals for the material science industry that are used in a variety of applications: coatings, lubricants, automotive, adhesives, composites, rubber,... Addity's is a small company but with a global reach selling in over 20 countries all over the world.*

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