



## Logistics administrative employee 40 hours a week

Do you bring a lot of experience in logistics with you and do you also have a strong administrative background? Are you not afraid of physical work and can you describe yourself as a logistical jack of all trades? Then read on quickly!

### Who are we?

We sell a trendy collection of high-quality pottery for indoor and outdoor and are active in more than 54 countries and the entire American continent. Our customers are florists, garden centers, interior stores, wholesalers and gardeners. From our warehouse at Aalsmeer we serve many countries.

### Job description

- Checking incoming (transport) invoices;
- You receive the truck drivers in the warehouse and handle the paperwork;
- You maintain contact with transporters regarding the orders and you communicate with the purchase and sales departments;
- You keep the entire order process up and running, for example, generating pick lists and preparing them for the warehouse;
- Other administrative work.

### We ask from you

- A minimum of MBO level work and intellectual skills;
- You're a hard worker, physically and administratively;
- You think in terms of solutions, you are an go-getter and you have a flexible attitude;
- Good communication skills and can also communicate in English;
- You live in the area of Aalsmeer (the Netherlands).

Furthermore, it is important you have at least 2 years of experience as a warehouse employee, forklift driver or logistician.

*We don't appreciate acquisition in response to this job vacancy.*

**Will you be our new colleague? Send your cover letter and resume to [ola@potterypots.nl](mailto:ola@potterypots.nl)**