



Logistic Assistant

Sigma CVM is a newly established Romanian Agricultural Machines and Equipment company and belongs to the Saracakis Group of Companies, based in Greece.

Established 99 years ago, Saracakis is the sole official Importer and distributor of major international manufacturers of automobiles, motorcycles, trucks, buses, construction equipment, forklift trucks, marine and industrial engines, general purpose engines, generators, tires, spare parts and accessories in Greece. It has been representing for several decades major multinational brands such as AB Volvo (since 1950), Honda Motor Co. Ltd (since 1959), Mitsubishi Motors Corporation (since 1963), Komatsu Ltd. (since 1965). Sigma CVM is inviting you to join the company and its team as Logistic Assistant with the following responsibilities:

Responsibilities:

- Receiving and checking deliveries and delivery notes to ensure that the correct amount and type of stock is delivered.
- Handle operations specific to logistics department;
- Heeding notes about appropriate procedures for handling stock, particularly when/if fragile.
- Preparing client's orders by gathering and updating stock records.

- Reporting all major/minor discrepancies brought to attention by the team;
- Active support within the department;
- Manage goods flow, information and other resources, including energy and people, between the point of origin and the point of destination so that the requirements of the management (targets) and consumers are met;
- Frequently support in developing and implementing Logistics projects in line with Corporate Logistics strategy;
- Supporting the achievements of overall business objectives, set by Management;
- Full coordination and reporting – weekly / monthly presenting reports for Logistics KPI, inventory, transport, Integration of information & customer requirements;
- Develop and maintain good working relationships with external agencies and suppliers to support the smooth provision of logistics services across the organization.
- Prepare management reports to ensure that relevant information supports the strategic decision- making process.
- Excellent ability in solving critical logistics problems according to the contractual commitments so that any operational impact is minimized.
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Requirements:

- Bachelor degree or equivalent;
- Knowledge of shipping processes and metrics is an advantage;
- Strong communication, memorization, and teamwork skills;
- Outstanding organizational and investigative abilities.;
- Capacity to perform duties diligently, particularly during stressful periods;
- Special attention to small details;
- Driving License (B Category);
- Willing to travel;
- Good English knowledge (mandatory requirement)

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