



JOB DESCRIPTION

Department: Solutions - Logistics Export	
Location: BSC Prague	
Job Title: International Material Senior Specialist	
Reporting line: 1 st level – Int material & Connect lite Team lead	
Level/Grade	Type of position
8A	Full time
YOUR JOB	
<p>As an International Material Senior Specialist, you will oversee processing E2E process for international material flow and manage the entire workflow independently, from order taking to production plan until transport planning and documentation, there will be a great usage of Buyco and Excel tools, Intensive usage of email.</p>	
YOUR MAIN DUTIES	
Capture new orders, validate, and release demand to the production planning team	
Follow up on the production execution, stock available in order to confirm transportation (ocean bookings)	
Responsible of generating documentation for the export flow	
Maintain steady relationship with stakeholders	
Provide input on performance issues with carriers or loading sites	
Cooperation with the local teams, international team of the Exporting Zone and the Global Team	
Provide visibility on performance of external suppliers	
Report KPIs and take actions to improve service quality	
YOUR GENERAL SKILLS	
Logistics understanding, especially in regard to sense of urgency and prioritization	
Interpersonal skills / Assertiveness & Communication	
General business sense	
Flexibility and resilience	
YOUR WORK EXPERIENCE	
Logistics Experience in an ideally FMCG Company for at least 1-2 years	
Experience in Supply chain overall and in Logistics Transport or Warehousing	
YOUR LANGUAGE SKILLS	
Fluency in English	
YOUR EDUCATION LEVEL / TECHNICAL SKILLS	
Education level: Graduate degree	
Technical skills: Microsoft Office (Excel and Power Point) / SAP / System minded	

