

Position:**Logistic Administrative– EU centre****Location:****Leiden, the Netherlands****Company:**

Our client is the world's leading biotech company providing life sciences services and products. With gene synthesis, peptide, protein, antibody and preclinical drug development service capabilities.

The company is internationally recognized as a leading biotech company specializing in fundamental life sciences research and early-phase drug discovery services.

The headquarter is located in New Jersey, US.

As of June 2020, more than 51,000 peer-reviewed journal articles cited our client's services and products, making our client the most frequently cited biotech company in the world.

Job Description:

The role of logistic administrative – EU Centre will be responsible for understanding and managing customer material receiving of the company, complied with company's global strategy to ensure on-time receiving and to provide high quality logistic service to customers. The logistic administrative is expected to use his/her knowledge to ensure correct shipment and deliver profitable initiatives to the organization.

Responsibilities :

- Liaise and negotiate with suppliers to constantly optimize workflow and maximize logistic profits
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange good receiving from other company sites, manage raw material receiving and process shipments to China facility
- Responsible for packing and shipping of finished goods, fulfil daily shipments goal
- Reporting of issues and potential risks during packing and shipping
- Meet productivity, accuracy and timeliness targets
- Comply with laws, regulations and ISO requirements
- Coordinate with sales, technical support, marketing and other departments to provide customer support on logistic issues
- Maintain an eco-friendly working environment

Qualifications/ requirements:

- College Graduate and above, academic diploma in life science discipline is preferred
- Work experience in a Warehouse/Trade / Logistics preferred
- Must be Computer literate
- Able to lift at least 10kg
- Detail-oriented
- Strong communication skills, Mandarin (essential) & Dutch/English speaking

