



## **Logistics Representative (Mediterranean Market)**

Mark Lyndon International B.V. is one of the key strategic agents in supplying paper for recycling (PfR) to Lee & Man mills. Lee & Man Paper Manufacturing Limited is a global leader in containerboard manufacturing with a global raw material supply chain, consuming over 6 million tons of PfR.

As their European buying agent, we manage all of our activities from our Rotterdam office. We are currently looking for a Logistics Representative to handle our Italian and French market.

Key responsibilities:

- Follow all logistics movements related to assigned Purchase Orders (PO)
- Being aware of the best shipping options possible and making sure these are applied
- Confirming availability of containers and obtaining shipping booking numbers on time
- Coordinating and communicating closely with procurement team, suppliers, transporters and carriers.
- Working in a close knit team environment and covering for absence colleagues as and when needed
- Creating accurate shipping documents for customs, carriers and transport companies alike
- Filing and saving documents accurately while under considerable time pressure
- Creating reports in order to give management the tools to formulate forecasts
- Liaising closely with the Procurement Team and preempting their logistic need

Essential Requirements:

- MBO/HBO educational level or equivalent
- Minimum of 2 years experience in the transport sector , preferable from freight forwarding and shipping lines
- Good computer skills, specifically Excel skills, in terms of knowledge and speed
- Capable of working within a stressful and commercially driven environment
- Languages: Fluent Italian, Basic French and English
- Available full time 09:00 to 18:00 Monday to Friday

Preferable Competences and Attributes (a plus):

- Problem solver who is able to prioritize. Well organized and an eye for accuracy and details.
- Cost conscious and result driven
- Ability to sense opportunities and present to the team

Please send your CV inclusive of all contact details as an attachment to [hr@marklyndonbv.com](mailto:hr@marklyndonbv.com) with a few motivational words in the body of the e-mail. Only shortlisted candidates will be informed. Thank you.