

HD Construction Equipment Hyundai Europe NV – Logistics administrator

For our EUCUP Center in Beveren, we are currently looking for a motivated Logistics administrator

What can you expect from this challenging job?

Logistics Administration

- Coordinate and follow up inbound and outbound logistics activities.
- Maintain accurate logistics records and shipment documentation.
- Liaise with logistics providers, warehouses and internal stakeholders to ensure smooth operations.

Customs Documentation

- Coordinate and follow up customs clearance documentation.
- Ensure compliance with local and international customs regulations.
- Work closely with customs brokers and internal departments to resolve issues promptly.

Equipment Registration

- Register new construction equipment upon arrival and ensure all required data is accurately recorded.
- Verify equipment documentation and follow up missing information with relevant stakeholders.

Invoice Verification & Administrative Support

- Review and verify invoices against purchase orders, shipping documents and other supporting records.
- Identify discrepancies and follow up with suppliers and internal departments.
- Maintain accurate records of invoices, logistics documents and administrative files.

Coordination & Planning Support

- Support planning activities where required.
- Follow up operational priorities and coordinate with different departments.
- Assist in identifying process improvements to increase efficiency.

Are you the colleague we are looking for?

- Proven experience in logistics administration, supply chain administration, customs administration or a similar role.
- Experience with invoice verification and administrative follow-up.
- Knowledge of customs and import/export documentation is a strong asset.
- You are fluent in English and have a good knowledge of Dutch.
- You have excellent MS Office skills, especially Excel.

- Experience with SAP is required.
- You are accurate, well organised and detail-oriented.
- You are proactive and able to coordinate with multiple stakeholders.
- Planning experience is an advantage, but not the primary focus of the role.

<https://www.hyundai-ce.eu/en>