

HD Construction Equipment Hyundai Europe NV – Production & Logistics Administrator MH

For our EUCUP center in Beveren, we are currently looking for a motivated Production Planner and Logistic Administrator.

What can you expect from this challenging job?

Production Planning

- Develop and maintain production schedules.
- Monitor production progress and adjust plans as needed to meet deadlines and optimize efficiency.

Capacity & Workflow Optimization

- Analyze the production process and implement improvements to optimize resource utilization.
- Identify process bottlenecks and propose solutions to improve production flow.

Equipment Registration

- Register new construction equipment upon arrival, ensuring all details are accurately recorded in the system.
- Collaborate with relevant departments to confirm equipment specifications and documentation.

Customs Documentation

- Coordinate and follow up on customs clearance documents to ensure compliance with local and international regulations.
- Work closely with customs authorities and internal stakeholders to resolve issues promptly.

Billing and Financial Accuracy

- Cross-check invoices against purchase order, shipping documents, and other records to ensure accuracy.

General Administrative Support

- Organize and maintain records of shipments, customs documents, and invoices.

Are you the colleague we are looking for?

- Proven experience in production planning, logistics, or a similar role.
- You are fluent in English and have a good knowledge of Dutch.
- You have excellent MS Office skills, especially Excel.
- You have experience with SAP (must).
- You are a good planner and have a logical and analytical mind.
- You are flexible and a good problem solver.
- You are well organized and an efficient multitasker.

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