



ΣΕΚΑΠ



ΚΑΠΝΟΒΙΟΜΗΧΑΝΙΑ ΣΕΚΑΠ ΑΕ, 6^ο ΧΛΜ ΞΑΝΘΗ-ΚΑΒΑΛΑΣ, ΞΑΝΘΗ,
ΤΗΛ. ΕΠΙΚΟΙΝΩΝΙΑΣ 2541026991-5, info@sekap.gr, Martha.Egonidou@jti.com

Posting for job opportunity

Logistics Assistant

Date: June-2021

Reports to: Logistics Supervisor

Location: SEKAP Factory

Type of Vacancy: Temporary (6months)

Position Purpose (why the position exists, within what limits and with what objectives):

Support all activities related to sales/export (FG, materials, equipment, sp. parts, samples) and delivery to the customers (domestic and foreign), including: support the transportation organizing; documentation preparation and control; customs procedure maintenance; support and handling of the SAP and EMCs systems.

More precisely, the Logistics Assistant is responsible for:

1. Timely support the communication with customer regarding delivery of material/FG/samples. Support the transport organizing, where applicable (truck, airfreight, DHL).
2. Create, collect and control documentation needed for delivery and customs process (via SAP (ERP) system). Provide all needed documentation to forwarder and closely communicate with state authorities: customs office, sanitary inspector, FITO inspector, trade inspector. Control and support customs process until goods are ready for delivery to customer following the Team supervisor's instructions.
3. Support the timely and accurate preparation, and maintenance of all evidences and reports to state authorities (Customs, Statistics, Ministry of Finance, Tax authorities).
4. Understands health and safety aspects of the work as well as policies and procedures, as to ensure (s)he is fully adaptable with the working environment necessities and requirements.

REQUIREMENTS

Competencies

- University Business or Engineering postgraduate degree is mandatory; MSc will be considered as a plus
- English advanced language skills, both written and spoken, is mandatory
- Advanced Microsoft Office Knowledge is mandatory
- SAP ERP system knowledge/experience will be considered as a plus
- Problem solving skills and team working spirit are mandatory
- 6-12 months experience in a similar position in a multinational organization is mandatory

PROCESS

Application

This opportunity is open to all SEKAP employees, as well as external candidates, who are interested in applying. If you wish to apply, please, inform the People & Culture Department, by submitting the relevant participation form.

Selection process/Next Steps

All applicants will be invited to a first round of interview with P&C Manager and MAS Manager.

Working hours:

08:00 am. – 16:00pm.

Ages:

20-40 yeas.