



Logistics & Service Desk Assistant

Work Location: Aspropyrgos, Client Site

Job Description

Warehouse Responsibilities

- Management of entire supply chain process of PPE Warehouse (PPE: Personal Protection Equipment, f.e. safety shoes/boots, safety goggles, safety helmets, earplugs, safety gloves, overalls etc.)
- Implementation of Purchase Orders for PPE, in accordance to Client's procedures
- Maintenance of minimum stock level, as requested by Client
- Update and monitoring of Warehouse Management System
- Implementation of Order to Receipt functions in relation to Purchase Order
- Order reception and storage in warehouse
- Invoice control and checking
- Distribution of PPE to Client's employees
- Collaboration with Human Resources Department and Health & Safety Department.

Service Desk Responsibilities

- Response to incoming service desk tickets from Client's departments
- Assistance in resolving technical issues and troubleshoot problems
- Logging of tickets and communication workflows

Qualifications

- Bachelor degree (AEI/TEI) in Logistics, Supply Chain or similar subject
- Maximum 1 year of experience in 3PL Logistics Companies or Companies with organized Supply Chain/Logistics Department.
- Strong computer and MS Office skills
- Excellent knowledge of verbal and written English language
- Driving License Type B. The candidate should possess own vehicle.
- Fulfilled military obligations for male candidates

Skills

- Organizational skills
- Strong monitoring and follow-up skills
- Customer Service
- Strong Analytical and numerical skills

If you wish to apply for this position, please send your CV to marilia.tsoukia@issgr.com