

*Gemco Cast Metal Technology is an international consultancy, engineering and project management company for the foundry industry. Gemco's mission is to develop projects that enable our customers to be successful and to realize sustainable cast metal facilities with the lowest possible carbon footprint and minimal impact on the environment.*

*With 50 professionals and 45 years of experience, with offices in The Netherlands, Germany, Poland, Mexico, China and Russia, Gemco offers dedicated and tailor-made solutions for the specific needs of its customers.*

*Gemco offers a challenging environment for our professional with the aim of maximizing the development of your talents and skills.*

*We believe a high level of own responsibility for tasks as well as personal freedom to realize it in your own way are important to achieve those goals.*

To support our international projects, we are looking for a

## **Purchase & Logistic Coordinator**

**For a period of 12 to 18 months**

Gemco performs foundry projects worldwide for clients in the automotive, railway, mining, energy and many other industries.

Our focus is on providing customized foundry solutions. We select and integrate different equipment from established suppliers, but we also design/develop and build dedicated machines as client specific solutions.

Our project teams are lean and multidisciplinary, with teams sized up to 10 colleagues.

Our Project Managers are in charge of their project teams and responsible for the realization. Project teams consist of Project Engineers, Design Engineers, experienced Foundry Technologists and Site Managers. When we are executing a turn-key project, a Purchase & Logistic Assistant is added to the team.

Currently Gemco is carrying out a turnkey project in Egypt.

For this project we are looking for support from an experienced Purchase and Logistic Coordinator.

### **Your function**

- You support all purchasing processes within the project. You are partly responsible for the purchase conditions.
- You make agreements with suppliers and customers in consultation with the project team to ensure that the goods are available at the right time in the right place.
- You are responsible for transport planning and for the provision of (temporarily) storage of goods.
- You provide the correct report and export documents, including the financial settlement thereof.
- You are also responsible for the choice and control of the correct packaging of the goods, performed by a logistics service provider.
- In order to guarantee the quality of the goods, you will occasionally visit (sometimes foreign) suppliers and customers for inspections.

### Your profile

- You have completed a course at Bachelor level, for example technical business administration or logistics.
- You have extensive experience with the processing of export documents and the financial settlement of export transactions, also with Arabic countries including Egypt.
- You can easily communicate, in word and in writing. The working language in the project is English. Knowledge of the Arabic language is a big advantage.
- You can work well in a team.
- Willing to travel for short periods of time.

### We offer:

- A dynamic function in a enthusiastic and result-oriented team;
- A large degree of independence and responsibility;
- Excellent salary and fringe benefits (including complete remuneration for stays abroad and a hardship allowance);
- A healthy family business with ambitious management;
- International culture and open work atmosphere.

### Information

For information about this position and our company, you can contact Daan van Heereveld, COO, or Monique Westendorp, HR-Manager. Phone 040-2643607.

Visit our website [www.gemco.nl](http://www.gemco.nl) or look at YouTube for a visual presentation of who we are and what we do: [https://www.youtube.com/watch?v=R\\_eI9toJe0c](https://www.youtube.com/watch?v=R_eI9toJe0c) or an animation: <https://www.youtube.com/watch?v=x0uph9qTpiU>

### Job Application

Send your application (motivation and CV) by email to [Monique.westendorp@gemco.nl](mailto:Monique.westendorp@gemco.nl).