

Within the worldwide foundry industry, Gemco Cast Metal Technology stands for Gemco Engineers BV in the Netherlands (headquarters) and Knight Wendling GmbH in Germany. We are internationally operating companies with offices in North America, Russia, and China.

Gemco provides consulting, engineering, project management and turn-key realization services to renowned companies worldwide.

For more information, please visit our website: www.gemco.nl

To support our international projects, we are looking for a

Purchase & Logistic Assistant

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. A Purchase & Logistic Assistant is added to the team when we are involved with turn-key projects.

Gemco currently carries out turn-key projects in Uzbekistan and Egypt.

For these two turnkey projects we are looking for support from an experienced Purchase and Logistic Assistant.

Your function

- You support all purchasing processes within a 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 the CIS countries.

- You can easily communicate, in word and in writing. Also in the English language. Knowledge of the Russian language is a big advantage.
- You can work well in a team.

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 or look at YouTube for a visual presentation of who we are and what we do: 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.