DHATEC®
Assets In Transit Deserve Optimal Care

JOB DESCRIPTION:

ORDER & TRANSPORT ADMINISTRATOR (0.6 – 1 FTE)

As an Order & Transport Administrator at Dhatec, you play a crucial role in the daily operations. You will be part of the Customer Service department. The various administrative and coordinating tasks, in close cooperation with our dedicated Sales Team, are essential. Together, your goal is to ensure smooth order processes and maintain high customer satisfaction through effective communication.

You have an eye for detail, experience with the Exact software, work in a structured manner, and can set priorities in this dynamic environment. Among your tasks are analysing orders and entering them with eye for detail. You are also the go-to person for transport rate requests and will be responsible for organizing transport and handling the associated administration (order confirmations, CMR documents, packing slips, etc.).

Tasks / Responsibilities:

Order Processing, Administration & Logistics Coordination

- Entering and processing customer orders
- Preparing and sending order confirmations
- Requesting transport rates and arranging transport accordingly
- Communicating with logistics partners and carriers
- Ensuring accurate documentation, such as CMR documents, packing slips, and shipping labels

You have no trouble communicating effectively with other departments such as Sales, Logistics, Production, and Finance. You're a true team player and can keep the shared goal of managing orders from A to Z in focus.

Job Requirements:

- Education: MBO+/HBO level of working and thinking, with affinity for the logistics and transport sector
- Experience: Experience in an administrative role, preferably within transport/logistics
- Language skills: Proficient in Dutch and English
- IT skills: Experience with MS Office (Excel, Word) and ERP systems (Exact, SAP is a plus)
- Competencies: Accurate, stress-resistant, independent, and strong communication skills

Salary indication: €3000 – €3800 (full-time)