

COMMERCIAL SUPPORT AND LOGISTICS COORDINATOR

Location: Maasdijk, Netherlands

We are seeking a motivated individual to join our team, where you will receive training and support to grow into a valuable team member assisting both the sales and logistics teams.

You will be joining a team of two part-time Commercial Support Agents and one full-time Supply Chain & Logistics Administrator. As our company continues to grow, we are looking for a new team member who can develop into a long-term, valued colleague.

Position Overview:

As a Commercial Support & Logistics Coordinator, you will play a vital role in the Commercial Support Department, assisting the sales team with daily administrative tasks to ensure smooth and efficient operations. You will also contribute to the coordination of logistics processes. Your responsibilities will include:

- Supporting the sales team with a variety of service-oriented tasks to maintain an efficient workflow;
- Managing the full administrative process for incoming goods, placing production orders, and executing sales orders from start to finish;
- Coordinating the receipt and inventory of goods to ensure alignment with the planned supply chain;
- Ensuring all necessary regulatory and inventory documentation is completed accurately;
- Organizing logistics arrangements and keeping all relevant stakeholders informed.

Key Personal Characteristics:

- Ambitious and eager to develop your career
- Internationally-minded with an openness to diverse cultures
- Proficient in English (our primary office language), Dutch is advantageous, though not required
- A strong understanding and passion for the AGF industry;
- Energetic yet composed with the ability to manage stress
- Exceptional attention to detail and willingness to problem solve and complete tasks
- Patient, methodical, and service-oriented.

What We Offer:

- The opportunity to be part of a growing business unit and contribute to its development
- A friendly, close-knit, and internationally diverse team of industry experts
- A competitive salary starting at €2,800 gross per month, with opportunities for growth and salary increases at 6 months and 1 year based on developmental milestones
- Regular team outings and a fun, collaborative work environment

We welcome candidates with existing back-office experience who are looking for a new challenge.

If you are passionate about the AGF industry and eager to contribute to a growing team, we encourage you to apply!