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|-----------------------------------|---|
| <b>Function / title</b>           | Logistic employee   |
| <b>Reporting to</b>               | CEO   |
| <b>Proxy</b>                      | Other logistic  |
| <b>Objective</b>                  | Supply chain for all commercial transactions  |
| <b>Responsibilities and tasks</b> | <p>The logistic has following responsibilities and tasks:</p> <ul style="list-style-type: none"> <li>- issue sales- and purchase orders/contracts, follow up for confirmation</li> <li>- report sales- and purchase positions</li> <li>- requesting the deal sheet</li> <li>- requesting the coverage of foreign currencies to EUR</li> <li>- transport : negotiate transport prices, book transport, follow up of transport orders</li> <li>- loading &amp; delivery of products : contact with supplier, terminal, surveyor, customs clearance, forward release details to customer</li> <li>- implementation of required import- and export documents</li> <li>- insurance : issue insurance certificates, contact with insurance broker</li> <li>- analysis : supply COA to transporter / customer, follow up of sampling</li> <li>- evaluation of transporters, surveyors</li> <li>- issue sales invoices</li> <li>- distribution and verification of incoming invoices : product, transport, customs clearance, ...</li> <li>- breakdown cost analysis per order</li> <li>- take care of sampling, certificates and MSDS</li> <li>- production ; planning with external production unit</li> <li>- drumming : planning with external terminal</li> <li>- Contact with bank for documentary presentation, L/C opening</li> <li>- legalization of documents : embassy or chamber of commerce</li> <li>- post and courier administration</li> <li>- response general telephone calls</li> <li>- reception of visitors</li> <li>- follow up of IT-breakdowns</li> </ul> |
| <b>Qualification/skills</b>       | <p>Good communication skills</p> <p>Accurate working and commons sense</p> <p>Team spirit</p>   |

Date:  
 Line Management  
 Name:

\_\_\_\_\_  
 Signature

Employee  
 Name:

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 Signature