



To further support development of our services provided to our Nordic Customer European Spallation Source ERIC we urgently looking for a

Logistics Assistant (m/f)

WHO we are – 4PL Central Station Group

We are the leading provider of fourth party logistics services (4PL) in Europe and act as a general contractor, designing and operating customised logistics solutions with its extensive logistics expertise. The 4PL Central Station Group currently employs more than 200 logistics professionals at several subsidiaries in Asia and Europe. Our Nordic site in Malmö, Sweden, is one of the new subsidiaries of the Swiss Central Station AG.

WHO we look for – Your tasks and area of responsibility

- Assistance in establishing the 4PLCS services and business activities for European Spallation Source ERIC
- Create and maintain data in warehouse management system and transport management system
- International freight services administration in all modes of transport
- Support your colleagues with administrative tasks
- Follow up on invoicing and client accounts
- Create checklists and follow up on action points
- Participate and take notes from meetings with various stakeholders
- Manage different Service Points for handling of in- and outgoing parcels

WHAT we expect – Your personal profile

- A few years of professional experience in administration
- An open-minded approach to a multicultural and scientific environment
- Good understanding and interest of IT systems
- Good command in English and a Scandinavian language
- Very good knowledge of MS Office
- Knowledge of SAP R/3, Module SD and transport management systems is advantageous
- High level of commitment and willingness to take on various number of work tasks
- Independent and reliable way of working

WHAT we offer – Our benefits

We offer varied activities and room for implementing own ideas in a dynamic working environment. You can expect an excellent working atmosphere with highly motivated colleagues in modern-equipped offices and flat hierarchies providing room for your own development. Our company has committed itself to a cooperative management style for maximum personal responsibility of all employees and to promote their skills. As a family-operated company headquartered in Switzerland, we represent the fundamental values of neutrality, independence, transparency and sustainability.

Please send your application including all relevant documents along with expected salary and possible entry date in electronic format to Mr Jan Lundin (Email: jan.lundin@4plcs.com / Phone: +46 (0) 768 18 17 17). **We are looking forward to receiving your application!**

THE PREMIUM ADDRESS FOR 4TH PARTY LOGISTICS

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