

Customer Orders and Logistics Coordinator

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

Job title: Customer Orders and Logistics Coordinator

Reports to the: Supply Chain Manager

Activity rate: Full-time

Type of contract: Fixed-term

Start date: October 2021

Duration: Indeterminate

About our company

Lunaphore Technologies is a company born with the vision of accelerating research, by empowering researchers and making spatial biology mainstream. We build solutions that simplify technology adoption for discovery and translational research laboratories who are developing better targeted treatments for cancer and other diseases. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

Job overview

As Customer Orders and Logistics Coordinator you will be part of the Supply Chain team, contributing to customer satisfaction by coordinating activities related to customer orders, organizing shipments and managing transportation. You will provide on-field support and join a hard-working team, passionate about taking Lunaphore to the next-level.

Responsibilities and duties

- Confirm customer orders with Sales and coordinate with the Manufacturing and QA teams to ensure products' availability.
- Organize and prepare shipments of customer orders.
- Define shipping details and prepare export documentation.
- Do the physical preparation of the shipments.
- Ensure that shipping activities and deliveries are on track.
- Ensure link with Finance for tracking of sales invoices.
- Initiate and maintain relation with logistics companies for transportation and shipping.
- Optimize transportation and import/export activities by defining the shipping strategy depending on shipment type and destination.
- Optimize Supply Chain processes and tools with updated constraints.
- Drive for results by consistently achieving goals and pushing to complete tasks by their deadlines.

- Contribute to maintain and improve the quality system to comply with all applicable regulation and standards, especially with ISO 9001.

Required qualifications

- CFC, Bachelor or Master's in Business Administration, Supply Chain, Engineering, Logistics or Commercial.
- Experience of at least 2 years in import/export.
- Very good knowledge of customs import and export procedures, especially for Research related products.
- Good understanding of supply chain processes.
- Good knowledge of Microsoft Office tools (Excel, Word, PowerPoint).
- Fluency in oral and written English is a must. Additional language skills including French, German and Italian are highly desired.

Required soft skills

- You can collaborate with others by working in a team and build relationships, within the company as well as with external suppliers or customers.
- You demonstrate excellent organizational skills and attention to detail.
- You demonstrate critical thinking and analytical skills.
- You manage time and priorities very well and have a good sense of responsibility.
- You can adapt in a constantly changing environment.

We offer

- A young and strong-growing high-tech company.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.

How to apply

Send your complete application through human.resources@lunaphore.com

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