

Customer Orders and Logistics Coordinator

Reports to: Supply Chain Manager

Type of contract: Temporary - 12 months

Start date: ASAP

About us

Lunaphore Technologies is a company born with the vision of accelerating cancer research by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better-targeted treatments for cancer and other diseases.

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.

Main Responsibilities

- Confirm customer orders with Sales and coordinate with the Manufacturing and QA teams to ensure products' availability
- Organize and prepare shipments of customer orders internationally
- Organize and prepare shipments of materials to congresses and other partners supporting other teams
- Define shipping details and prepare export documentation
- Ensure that shipping activities and deliveries are on track
- Ensure link with Finance for tracking of sales invoices
- Initiate and maintain relationships 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 maintaining and improving the quality system to comply with all applicable regulations 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
- 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 and French is a must. Additional language skills, including German and Italian, are highly desired

What we offer

- A dynamic company where you can have a real impact
- An environment where you will be able to grow both professionally and personally
- Collaborate every day with a young, interactive, and motivated team
- A diverse and international working environment

Are you passionate about making spatial biology mainstream and empowering researchers? Us too!

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