

Logistics Assistant

Company: Terabee, High-Tech sensor and sensing solutions company

Location: France, Saint Genis-Pouilly, (Close to Geneva, next to CERN)

Contract: Full-time

Reporting to: Production & Logistics Manager

Job Description:

Terabee is a dynamic and fast-paced technology company that designs, develops and manufactures the TeraRanger brand of sensors, bringing new ideas and unique solutions to robotics, automation, IoT and smart city challenges.

We are now seeking a motivated and self-driven Logistics Assistant to join our growing team! You will operate within a highly stimulating and international environment. You'll be a team worker with a creative mind, a sense of initiative and an entrepreneurial spirit with a commitment to our long-term success.

Role and Responsibilities:

- Review, prioritise and action daily customer orders
- Manage the full shipment to customer process, including delivery tracking
- Follow and manage the customs documentation requirements for import or export of Terabee packages
- Develop existing logistics processes and procedures
- Maintain and develop reporting of information relating to Terabee product / component suppliers
- Manage the purchase orders and incoming deliveries in collaboration with the stock manager and finance department

Profile:

- Experience of international logistics / documentation regulations & requirements
- Good organization and problem-solving skills
- Flexible, "can-do" attitude, with ability to create & improve processes
- Self starter, able to work autonomously but within a team structure
- Good spoken and written English and French language skills
- Familiarity with Google Suite business tools (Docs, Sheets, Slides, etc.)



Please send your CV and a letter of motivation to careers@terabee.com with the subject line "Logistics Assistant". We look forward to receiving your application.