

AROTEC Diagnostics Limited is a leader in the field of auto-immune *in vitro* Diagnostics (IVD) industry, providing high-quality manufacturing components such as antibodies, antigens, and recombinant proteins. We are looking for an Operations Coordinator to join our team and manage local inventory, customer orders and reservation processes including booking and invoicing, and to coordinate the shipments in collaboration with ORGENTEC Diagnostika logistics staff at our European distribution centre in Mainz, Germany.

To strengthen our AROTEC-Team in MAINZ, we are looking for a

European Operations Coordinator (m/w/d)

Tasks:

- Managing the daily commercial and international logistics operations in the AROTEC Distribution Centre
- Secure and grow the business of AREOTEC within Europe
- Closely work together with the European Business Manager to serve our European Customers
- Efficient support sales functions in meeting the projected sales target
- Ensure the accuracy and reliability of our stock and inventory database
- Operating our ERP-System (invoicing and shipment documents)
- Coordinate the logistics services of our partners
- Cooperate with the Supply Chain Manager in New Zealand about monthly stock filling-up management of the European Distribution Centre

Skills:

- A degree in technology, science, or business.
- Fluent in German and in English
- Experience within a manufacturing environment involving logistics.
- Experience in managing third-party service providers.
- Strong knowledge of logistics and general business functions including systems including ERP, supply chain, IT and Microsoft Office products (focus Excel)
- Proven working experience in operations and logistics.
- Solid knowledge of ITIL service management.
- Project Management experience
- Strong business and financial acumen.
- Excellent interpersonal and communication skills.

**Benefits:**

- Permanent employment contract with 30 days of vacation
- Varied tasks in an international, growth-oriented environment
- Independent work in a small team
- Flexible working hours
- Individual employee development and qualification
- Employer contribution to company pension schemes
- Subsidy for kindergarten
- Canteen with employer subsidy

Have we piqued your interest?

We look forward to receive your application (cover letter, curriculum vitae, certificates) by e-mail to jobs@orgentec.com. Please indicate your salary expectations and a possible starting date.

Arotec Diagnostics Limited

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