Job offering

- **Supply Chain Administrator**

Main Activities

- Managing associated supply chain process in line with given responsibilities and executing by following respective function work instructions
- Assessing completeness and accuracy of system data, operational business events, invoices and manually enters statuses / documentation if necessary
- Managing exceptions, claims, escalations, vendor engagement and relevant databases with data / documentation and participation on daily / weekly / monthly follow-up calls in order to resolve them within expected agreed service level or eliminate delays
- Preparing source data for computer entry by compiling and sorting information and documentation
- Retrieving documentation required for the execution of the process from carriers / suppliers / vendors
- Support vendors in process and system usage
- Follow PO per vendor activity, as well as delivery dates and highlight and report discrepancies
- Creating and checking transport, import and export documentation in the system
- Managing the process of bills invoiced but not received
- Processing customer and account source documents by reviewing data for deficiencies
- Reviewing process performance, consolidating results and preparation of performance results in agreed format
- Conducting preliminary and independent analysis of performance situation
- Challenging and addressing / performing corrective actions to solve potential issue
- Following-up on defects and ensuring root-causes and actions are documented within timeline

Candidate's profile

- Preferable (but not limited to) Faculty of Transport and Traffic Engineering, Faculty of Economics, Faculty of Organizational Science, or similar
- 1-3 years of operational experience in supply chain and logistics
- Excellent external and internal communication with all relevant parties in the process

- Individual with high ethical standards and ensures compliance of policies and procedures
- Reliable person
- Teamwork orientation
- A willingness to be able to work to time sensitive deadlines
- Well-developed analytical skills, detail-oriented person
- Advanced user of Microsoft Excel
- Advanced knowledge of English language

Application deadline: 30.12.2021.

Location: Belgrade

Submit your CV: vanja.dimitrijevic@geodis.com