



COSCO SHIPPING LINES (NETHERLANDS) B.V. is the local office of COSCO SHIPPING Lines, Shanghai in the Netherlands. COSCO Shipping Lines is a container shipping company with increasing capacity and belongs to the world top 5 global carriers.

Through dozens of trade lanes, over 100 of ports worldwide are connected. Several weekly services from Rotterdam to e.g. Far East and the U.S.A. are handled at our local office. We arrange Cosco SHIPPING Line's sales and marketing activities and arrange full service concerning all (container) vessels to the Netherlands.

For our Equipment & Transport department, we are looking for a fulltime (1,0 FTE)

Assistant Operator Container Administration (M/F)

The assistant Operator Container Administration is mainly responsible for monitoring and handling quality of container movements within time limits at the transport & equipment department. The Department has 4 sections; Transport, Equipment Control, Demurrage & Detention and Container MR & administration.

Activities:

- Variety of activities as detailed in Working Instructions Ass Operator Cont. Admin
- Continuous handling rejected edi-events so-called Rejection Log and Parking Lot, communicate with other European agents and internal departments
- Manually input non-edi container movements
- Inform internal departments about extra or illogical movements for cost recovery
- Communicate with customers about overdue containers
- Uploading container movements to local SQL- and AS400 database
- Monitor flow of Off-Hire containers
- Handling drop off requests
- Assisting with other tasks within Transport & Equipment Dept. For example, Invoicing/ administration, transport planning, M&R, stock control, etc.

Education, experience & competencies

- MBO level 4 degree (logistic diplomas are preferred)
- > 2 years of working experience in a administrative shipping related function.
- Fluent Dutch and English, both written and spoken
- Able to work with various computer systems (Ms Excel and Ms Word are a must)
- Cargadoor I certificate
- General knowledge of container shipping
- Accurate team player
- Pro-active, hands-on personality

We offer:

- Nice working environment in the middle of Rotterdam Central District
- Competitive Salary
- Good secondary benefits

Interested?

For questions and additional information, please contact: recruitment@coscon.nl
We would like to receive your motivation and resume via e-mail.

ACQUISITION WILL NOT BE APPRECIATED!