



Do you want to be a member of a family owned, international company, that provides individual development opportunities? Then we are delighted to welcome you to our BDP family.

Why join BDP International? Because the world is constantly changing and the logistics business is as well. BDP International is a privately owned global logistics provider which has been in operation for 50 years, with an enduring vision to deliver the finest logistics and transportation service in the world. Founded in 1966 by Richard Bolte Sr. and based in Philadelphia, Pennsylvania, BDP has grown to be one of the largest logistics providers with a focus on Chemical, Oil & Gas, Life Sciences and Healthcare logistics. BDP operates freight logistics centers in 270 cities across the world via a global network of 135 owned offices in 35 countries and joint ventures and affiliates in 135 countries. An extended family of nearly 4200 talented people in every major market around the world with one common goal, to help our customers grow. The company serves more than 4,000 customers worldwide.

For our office in Prague in Czech Republic we are seeking a:

Logistics Coordinator - Ocean Freight

Job Summary:

- Coordination and execution of customer orders in accordance with their requirements and/or procedures.

Your Responsibilities:

- Order processing management
- Planning / Booking / Transportation orders
- Coordination/follow up of the shipment
- Documentation/administration/filing/invoicing
- Freight Audit
- Feedback to the customer (internal and external reporting of the shipments to the customer) by various means (mail, EDI)
- Operational troubleshooting
- Non-conformance reporting in accordance with the KPI's
- Cooperation with approved subcontractors in accordance with agreed rates
- End to end processing of received orders
- Punctual and flawless order and documentation handling

Reports to:

- Team Leader, Manager of Operations

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Job requirements

- Position is suitable for fresh graduatee, experience in logistics is an big advantage (especialy in ocean freight)
- Computer literacy with Microsoft Software applications and / or other market leading software applications
- Good knowledge of written and spoken English is a must
- Initiative and strong sense for organization in order to meet customers requirements

Benefits

- Bonus system based on performance
- Meal vouchers
- Internal training
- Teambuilding activities
- International team

Contact Details:

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