



VACANCY FOR LOGISTICS & ADMINISTRATION OFFICER

NIPD Genetics Public Company Ltd is a privately held company and one of the leaders in the field of cell-free DNA and non-invasive genetic testing with international operations. NIPD Genetics consists of a world class dynamic team of experts with extensive experience in biotechnology, business, human genetics, molecular biology and bioinformatics offering advanced research and providing state of the art internationally accredited diagnostic services worldwide. Through Research & Development we are committed to developing improved solutions for the diagnosis and management of genetic diseases, while at the same time we provide state of the art internationally accredited diagnostic services worldwide.

THE POSITION

We seek to recruit an experienced and motivated Logistics & Administrative Officer, with a bright and positive attitude to join our diverse team. The successful candidate will work closely and provide support to the Chief Administrative Officer.

Job description

The Logistics & Administrative Officer will take care of inbound and outbound transportation activities, fleet management, warehousing, materials handling, order fulfillment, logistics network design, inventory control, supply/demand planning and management of third-party logistics services providers.

Profile of the ideal candidate

The successful Logistic & Administrative Officer will possess strong organizational, customer service and communication skills.

Responsibilities

- Be detail-oriented team player with the ability to multi-task and meet deadlines.
- Typically work with computers, related software and warehouse equipment, strong technical and mechanical skills are helpful.
- Help run our warehouse efficiently and according to safety guidelines.
- Support all supply chain procedures, from coordinating deliveries to managing shipping documentation.
- Be well-organized and understand the order fulfilment cycle.
- Ensure that the customers receive and send the right orders on time.
- Organize and monitor storage and distribution of goods. The goal is to manage the entire order cycle to enhance business development and ensure sustainability and customer satisfaction.
- Meet cost, productivity, accuracy and timeliness targets
- Creating shipping/delivery routes and schedules.
- Maintain metrics and analyze data to assess performance and implement improvements.
- Oversee Security.
- Handle different type of materials.
- Liaising and negotiating with suppliers, manufacturers, retailers, agencies and consumers.
- Plan shipments based on product availability and customer requests.
- Resolve any arising problems or complaints.
- Comply with laws, regulations and ISO requirements.
- Ensure to complete, submit and follow up applications for export licenses across complete process.
- Managing office stock and organizing company records.
- Preparing administrative reports and statistics.



- Organize a filing system for important and confidential company documents.
- Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.

Requirements

- Proven working experience as a logistics
- BA/BSc in Logistics or Business Administration or in Supply Chain or relevant field
- At least 5 years solid experience in a similar position is a must
- Strong computer skills (Outlook, Word, Excel and PowerPoint)
- Fluent in Greek and English

Applications

To apply please forward a detailed curriculum vitae together with the names of two referees and a cover letter to NIPD Genetics Public Company Ltd at the following e-mail address: p.mallouri@nipd.com

For further information, please contact Mrs. P. Mallouri (Tel. 22266888) or visit nipd.com. All applications are strictly confidential.