

Junior Transport Planner

Job description:

As junior transport planner you are responsible for planning and coordinating transport orders as efficiently as possible.



BG Freight Line

Tasks and activities:

- Collecting data for the transport orders to be planned.
- Point of contact for the various transport suppliers on the one hand and the internal departments on the other hand.
- To plan and follow up the various domestic containers, freights and haulage only transport orders as economically and efficiently as possible in our own operational system.
- Solving the problems that arise from this.
- Correct input of transport rates, follow-up of invoicing and execution of corrections.
- Request dates, arrival and departure times.
- Monitoring waiting times and reporting additional costs.

Requirements:

- MBO work and thinking level.
- Knowledge of Microsoft Excel, Word and TLN.
- Good verbal and written communication in English and German.
- Customer friendly.
- Helicopter view.
- Flexible.
- Being stress resistant.

What do we offer:

- A competitive basic salary.
- Full company paid pension & life insurance.
- Profit related benefit (13th month).
- 27 holidays.
- A pleasant informal working environment.