

Logistics Supervisor

DAO Aviation AS is looking for a full-time Logistics Supervisor to join our multi-national, dynamic team in Roskilde, Denmark. We offer great job flexibility with 'freedom under responsibility', cross-functional development opportunities, as well as day-time working hours.

Responsibilities

In this job, you will be responsible for the in- and outbound flow of inventory through the warehouse. Combining all the tasks and resources related to this position, you will be a key player in the day-to-day operations by supporting the flow of phases within the projects from start to finish and beyond.

Key Responsibilities for this role include:

- Daily Shipment of goods in and out of the facility.
 - Pick and pack all outbound shipments in accordance with Fragile goods guidelines.
 - Unpack, receive, and record all inbound stock in accordance with internal quality control guidelines.
 - Arrange and book shipments.
 - Manage shipping and customs documents and keep accurate record.
 - Communicate information to the relevant authorities, suppliers and customers.
- Inventory Management.
 - Maintain and manage accurate inventory records, physical stock locations, as well as data accuracy in the system.
 - Manage and report total inventory value and implement corrective action on a monthly basis.
 - Manage the yearly stock-take.
- Perform purchasing to maintain minimum inventory levels on a bi-weekly basis, as well as adhoc purchasing as required.

Qualifications and skill requirement of the successful candidate:

- 3+ years of experience in inventory management and shipping management, including hazardous materials handling.
- Experience within a similar role in the aviation industry will be preferred.
- Has a practical, analytical and organized approach to their tasks.
- Flexible multi-tasker who is able to prioritize well, pay attention to detail and meet deadlines.
- Be a strong service-minded individual capable of working independently.
- Knowledge of the Quantum Control system is an added advantage
- Has a Forklift license
- Is able to write and speak English and Danish fluently.

If this position sounds interesting to you and you would like to join our dynamic team, send your motivated CV to nahe@dao.dk. We will continue to hold interviews until we find the right candidate, so send your CV right away. Direct any questions you might have to Nadine Heyneke, Commercial Director, nahe@dao.dk.