

VN 20/49 reissue Inventory & Logistics Coordinator

EUMETSAT is operating an increasingly large fleet of satellites delivering weather and climate data to users worldwide; helping protect lives, property and industries. You do not need to be an engineer or a scientist to make a positive contribution to our missions and societal impacts. Our specialist administrative and support functions play also an important role.

The General Services Division is in charge of all Facility Management activities at EUMETSAT, including the maintenance of EUMETSAT's site infrastructure and related services, oversees all building construction projects and manages a substantial multi-million Euro budget.

The holder of this post is responsible for providing a broad range of services within the General Services Budget and Inventory team and reports to the General Services Budget and Inventory Manager.

Duties

- Maintain the records of the Central Inventory Database, organise for regular physical inventory count and control of items, organise appropriate labelling and initial recording as well as end-of-lifetime structured and documented disposal of items;
- Liaise with internal customers on all aspects concerning inventory matters, having overall responsibility for the data quality of the Central Inventory;
- Maintain and develop process documentation, e.g. working practices and procedures;
- Contribute to further development and
- Organise the execution and documentation of all shipments, including international shipments and related customs matters, liaising with local freight forwarding and courier service providers;
- Overall responsible for the warehouse and related processes, e.g. for storage and for goods entering and leaving the organisation, including management of warehouse staff members and service support;
- Deputise for the Budget and Controlling Coordinator in his/her absence (processing of procurements, invoices etc. for the entire



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education, additional education within freight forwarding/logistics is required, additional qualification in business administration or equivalent would be advantageous.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English. Based on necessary interfaces with local suppliers a working level of German is also required.



DEADLINE

17 January 2022

improvement of the Central Inventory and related processes, liaising with the internal SAP-development and support team;

Division).



Skills and Experience

- Proven experience in international freight forwarding and custom matters;
- Good knowledge of inventory/material administration;
- Good organisational skills, with a persistent and accurate working style, combined with a demonstrated attention to detail;
- Capability of analysing and managing large data-sets;
- Experience working in a project-based environment;
- Strong knowledge of SAP and Microsoft Office applications;
- Management / team-coordination experience would be an advantage;
- Customer-focused personality with excellent interpersonal and communication skills, and the ability to apply them both within and across team.

Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,363 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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