



Summary

Title: WAREHOUSE RESPONSIBLE

Description:

The Cosentino Group is a world leader in the agglomerate stone business and centre our product range around three natural stones; marble, granite and quartz. Our main brands include : Silestone®, Scalea®, Muro®. Cosentino is now looking for a professional to fill in a Warehouse Responsible position in its Zurich center. FUNCTIONS: Warehouse management (Ensure warehouse is opened and set up and closed each day; Office administration; Co-ordinating all transport activity; Ordering stock from Spain; All aspects of warehouse security; Record all stocks details; Provide accurate and timely delivery times to clients; Manage a wide range of enquiries from internal and external customers; Develop a close working relationships with both internal and external customers and obtain feedback on service. Sales/Order Administration: Obtaining all information to provide purchase order numbers; Create accurately and timely invoices; Providing stock checks; Updating the above with refunds & referrals; Maintain communication between Accounts and Sales Departments; Updating details on internal information system and SAP of sales that have been booked or completed; SAP reports. REQUIREMENTS: At least 3 years experience working in high volume, faced paced logistics environment encompassing sales; Good written and verbal communication skills; ability to prioritise and organise heavy workloads; ability to analyse and interpret data from computerised systems; ability to work alone or as part of a team; natural al round logistics professional with experience of both transport and warehousing; excellent customer care skills; strong PC skills. Candidates please send cover letter + CV with the Reference Warehouse Responsible Switzerland and provide full contact details. WORKING PLACE: ZURICH, SWITZERLAND.

Geographical Information

Country: Spain Region:

Salary / Contract

Minimum salary: 42,000.00

Maximum salary: 45,000.00

Salary currency: Euro

Salary tax: Gross

Salary period: Annually

Hours per week: 0

Contract type: PERMANENT + FULL-TIME

Extras

Accommodation provided: No Relocation covered: No

Meals included: No Travel expenses: No

Requirements

Education skills required: Vocational Training / Apprenticeships

Professional qualifications required: Yes

Experience required: Between 2 and 5 years

Employer

Name: Cosentino SA

Information: Departamento de RRHH Internacional

Address: Crtra Baza- Huércal-Overa, km 59; Cantoria-Almeria; 04850; España

Email: internationalhr@cosentinogroup.net

How to apply

How to apply:	Letter + CV to EMPLOYER		
Cosentino SA Departamento de RRHH Internacional (phone: , fax: , email: internationalhr@cosentinogroup.net)			
Last date for application:	31/05/2010		
Other Information			
Date published:	15/04/2010	Nace code:	26
National reference:	27558	ISCO code:	3439
Eures reference:	27558	Last Modification Date:	15/04/2010
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