



**Group Paliria**, the No 1 dolma producer internationally and the largest Greek company producing and exporting ready meals, is looking to recruit for its premises in Kifissia, Athens:

### **Logistics Officer**

#### **Main Responsibilities**

- Serves as the primary point of contact between the company and 3PL providers
- Monitoring daily operational issues regarding storage and distribution in 3PL (Inventory levels at 3PL, stock replenishment orders from the central warehouse, analyzing stock, expiration dates, and products nearing commitment or expiry)
- Tracking delivery progress / collection of returns at 3PL and updating the Commercial Department.
- Coordinating and entering return orders from 3PL to the Central Warehouse
- Handling claims and overseeing the management of pallets
- Monitoring monthly workload and cost

#### **Candidate's profile**

- Bachelor's degree in Logistics/ Business administration/ Supply Chain Management
- Minimum 3 years experience in logistics or supply chain management tasks
- Very good knowledge of MS Office applications and logistics software
- Experience in SAP
- Good planning, coordination, prioritization, and time management skills
- Good analytical skills
- Proactive, solutions-oriented and results-oriented

#### **The company offers**

- Competitive remuneration package
- Real opportunities for career development in a rapidly growing environment
- Pleasant and modern working environment

Candidates are invited to send their CVs to the following address: **cv@paliria.com**