



Brüel & Kjær Vibro
a spectris company

Logistics Assistant (f/m) fixed-term for 10 months

Brüel & Kjær Vibro is the leading independent supplier of protection and condition monitoring solutions for rotating machinery. Our worldwide network of branch offices and representatives strengthens our coverage and position in all strategic markets.

For our office in Nærum, Denmark, we are looking for a temporary full-time Logistics Assistant (f/m) in our Remote Monitoring department. The position is fixed-term for 10 months, starting on 01 December, with possibility of extension.

Your tasks

- Support our diagnostics business from a logistic perspective (order processing, purchase standard products/frame orders, shipments, invoicing)
- Keep track of service contracts and request PO's in due time, including invoicing of existing and new service contracts
- Close cooperation with commissioning on customer projects/new service contracts
- Support sales with quotations on standard products
- Maintain relations to key customers' logistic functions
- Finance forecasting/reporting

Your profile

- At least 3 years of professional experience
- Strong skills in English – written and spoken; German language skills a plus
- Knowledge of or user experience in SAP
- Team player with ability to work with and service all parts of our organization, also in China and U.S.
- Experience in MS Office
- Knowledge of international customs rules as well as Incoterms and shipping
- Structured working style and ability to multi-task
- High level of responsibility

If you recognize yourself in our description, please send your complete application to our Human Resources Department (Career@bkvibro.com).



www.bkvibro.com