

Logistics Coordinator



GLOBAL PROVIDER OF **INNOVATIVE PV SOLUTIONS**



Established in 2007, Solarpro is one of the leading players in Central and Eastern Europe in the renewable energy solutions (photovoltaics sector). With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 5 GWp installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems (on-grid, off-grid and hybrid). We have been trading for over 13 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

Currently, we are looking for a **Logistics Coordinator**.

> MAIN RESPONSIBILITIES

- Controls the quantity and quality of goods and materials entering the virtual warehouse;
- If necessary, supports the reception, storage and delivery of goods and materials to and from the site's warehouse or the central warehouses of the company;
- Coordinates the activities of site employees on behalf of the Procurement Department;
- Performs control of the information entered in the warehouse program for the various sites in the country and abroad;
- Prepares current reports on availability and the need for additional orders of materials and equipment;
- Tracks and documents the correct and proper archiving of the necessary documents in the project database. Shares them as needed with related parties and/or internal departments.
- Organizes, tracks and documents transport activity of materials, equipment from and to the company's sites.

> YOUR PROFILE

- Language: strong command of English;
- Experience in materials management in warehouse and/or as on-site, experience in construction and/or photovoltaics preferred;
- Proficient with Microsoft Office (Excel, Word, Outlook), warehouse program, experience with ERP is an advantage;
- Pursuit of administrative orderliness;
- Clean driving license;
- Excellent communication skills, teamwork skills;
- Attention to details, responsibility and organization.

> WE OFFER

- Development in a multinational company operating in several EU countries;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Excellent working conditions including opportunities for home office, social benefits, etc.;
- Be part of a team of professionals, knowledge leaders in PV sector in East Europe.

If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: hr@solarpro.bg

www.solarpro.bg

