



Cocoaect BV
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The Netherlands

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Internet www.cocoaect.com

Trade register 61588024
VAT number NL854403796B01

JOB DESCRIPTION OPERATIONS OFFICER

General Description

The Operations Officer plays an important role in the service profile of the company.

The primary responsibilities are the accurate and efficient transportation of multiple commodities, currently mainly containerized cocoa, and the processing and management of shipping documents. Clear communication, effective planning and strong commitment to successful execution are key competences.

You bring good knowledge of international shipping, shipping and trade documents and logistics and working with third party service providers, preferably in an international trading environment in which containerized shipments are common.

Reporting

Reports to the Head of Operations

Responsibilities

1. Contract execution
2. Logistics
3. Transport Insurance

Key tasks

1. Contract execution
 - Responsible for sound execution of sale and purchase contracts
 - Raise and follow up shipping instructions according to contract conditions
 - Check and process international shipping documents
 - Liaise with banks on shipping documents
 - Solid communication with, and provide support to, finance and trade team
2. Logistics
 - Negotiate and make agreements with logistics service providers
 - Book transport of cargoes, mainly containerized cargoes, with transportation companies
 - Liaise with warehousing companies about the handling and storage of commodities
 - Instruct cargo surveyors
3. Transport insurance
 - Arrange insurance for all shipments and stocks where insurance is applicable



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Education, knowledge and experience

- HBO (Higher Vocational Education) or higher in preferably Logistics.
- Experience in shipping of containers and handling relevant shipping documents in an international trade environment, preferably commodities.
- Knowledge of handling of Incoterms, shipping/trade documents, documentary collections and transport insurance.

Skills

- Effective communicator and negotiator
- Fluent in English, and preferably French and Spanish, both verbal and written
- Team player
- Strong logistical and problem solving skills
- MS Office, ERP/Dycotrade CTRM skills is an advantage

Competencies

- Accurate
- Flexible
- Entrepreneurial, pro-active, dynamic and looking for opportunities to improve operations
- Focus, commitment and determination
- Creative
- Able to cope with high work pressure
- Working with different cultures

Work Status Full time

Location

Rotterdam, the Netherlands

Cocoanect

Cocoanect is truly passionate about cocoa. Being real chocolate lovers, it is our ambition to connect the world's best cocoa with the industry of chocolate makers. In doing so, we match the expectations from farmers, who produce good quality cocoa, with the expectations of grinders and chocolatiers in the most efficient and effective manner. We wish to connect origins to markets, farmer organizations to customers and traceability to sustainable development!

Cocoanect positions itself as a lean and mean company with a strong focus on operational excellence. Excellent knowledge, highly qualified staff and high level company and market information are the drivers for such excellence.

Cocoanect is part of COUNT, a unique global trading & logistics platform contributing to a sustainable future. The platform consist of an international group of COUNT Companies that operate under their own name but collaborate together to create an integrated network of activities.

By connecting trading & logistics, COUNT aspires to optimize supply chains, from sourcing to distribution, in a way that ensures access to resources in the most efficient and effective manner. In doing so, COUNT looks to create sustainable economic, social and environmental value for both the COUNT companies and their customers.



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To apply for this job, please send your CV and cover/motivation letter to HR@cocoanect.com and eric.buser@cocoanect.com (Head Of Operations) by 15.08.2019 latest.