

Would you like to work for a dynamic and growing company and are you looking for an exciting job in the logistics sector? Then we look forward to welcoming you to GLS, one of the European market leaders in parcel, express and logistics services. Our employees are our strength. Our strength is you.

We are always looking for dispatchers for our depots in Belgium (m/f):

DISPATCHER / ADMINISTRATIVE ASSISTANT WITH A SENSE OF PLANNING

Function:

You are responsible for following up the distribution routes. You coordinate routes efficiently and contribute ideas to improve the service. You deal with questions and complaints from customers and you integrate new customers into the existing routes.

Your main tasks:

- You note down and plan the transport assignments.
- You contact the drivers to adjust or adapt the trips. You coach and motivate them, and solve problems.
- You ensure the administrative processing of the performance and route data.
- You have very close contacts with the customers and solve problems.
- You intervene on the loads if necessary.

Profile

- A1 diploma or equivalent through experience.
- Preferably 2 to 5 years of experience in planning and organisation. Knowledge of the transport or distribution world is a plus.
- Dutch or French speaking with good knowledge of the second language and basic knowledge of English, you have a communicative attitude.
- Planning and organising are your strengths so that we can guarantee our customers the best possible service.
- You work in a precise and structured way and are administratively strong.
- You are social, empathetic and communicative.

Our offer

- An exciting position in one of our Freight or Parcel depots.
- You will be trained and coached in your function.
- Competitive salary package with extra-legal benefits.
- You work in a dynamic work environment, belonging to a large group with an excellent reputation.

Interested?

Please send your CV and cover letter by e-mail to hr@gls-belgium.com.

