



## Organization Profile

*Micro-Star International Co Ltd, employing 13.000 people and a worldwide leading manufacturer for computer components like Motherboards and Graphic cards, Notebooks, Tablets, All-in-One PCs, Desktop PCs and other IT peripherals and add-on cards.*

*Mystar Computer B.V. is one of the ten European subsidiaries of Micro-Star International (MSI) and responsible for the Sales and Marketing of MSI products in 11 countries in the EU region. Mystar is based in Son (near Eindhoven) and selling its products through its distributors and dealer network towards the end-users. For this ambitious and dynamic company, we are looking for an:*

### **Logistic Employee (inbound)** (Fulltime)

#### The Job Main Objectives

As Logistic employee you will be supporting our inbound team (5 colleagues). The inbound team is part of our Logistic department (in total a team of 13 colleagues, inbound & outbound combined).

#### Main tasks

- Providing the customs clearance instruction to import forwarder;
- Checking the document of import customs clearance;
- Checking / monitoring / tracking & trace the incoming shipment;
- Arranging the transportation to customer (Drop shipment);
- Scheduling the inbound shipment;
- Checking the transportation invoice or duty invoice;
- Arranging the return shipment;
- Administration:
  - Creating the shipment overview in system.
  - Archive the all documentations like waybill, invoice, packing list, POD and so on.
  - Make record of incoming damage / KPI of incoming forwarder.
  - Reporting claim for incoming shipment if any damage or missing.
  - Making bookings in our system.

#### Required Skills and Knowledge

- Minimum of MBO or equivalent work / thinking level obtained through experience;
- Languages: English (excellent), Dutch is pre;
- Logistic administrative experience is a preference;
- Lives in the area of our European headquarters in Son (the Netherlands).
- The certificate of good conduct will be part of our application procedure.
- References.

#### Additional criteria

At MSI we believe in three core values: *Teamwork*, *Passion* and *Execution*. In order to be successful you must have these competences. Besides the company's core values the ideal candidate has the following competences: strong in communication, taking initiative, stress resistant, having a flexible and enthusiast attitude.

#### Our offer

At MSI you can count on a dynamic, demanding, international and nonformal working environment in which initiative and hard work is being recognized and rewarded. The employment package is competitive and depends on level of experience and knowledge. In addition:

- Teambuilding activities on a regular basis;
- Travel Allowance;
- Collective Health Insurance;
- Pension;
- Fitness facility (including table tennis).

#### Interested?

Are you interested in this challenging position, please contact our HR department:

E-mail: [nl-hr@msi.com](mailto:nl-hr@msi.com)

Telephone: +31 (40) 26 76 600