



Booking Desk Representative

Are you a supportive team player with strong administrative skills? Join our team now!

General information about NewPort

NewPort is specialized in transportation of chemical liquids, food stuff and gases in tank containers. We operate worldwide! NewPort Europe is responsible for all commercial and operational activities in Europe, the Mediterranean and part of Africa

The Booking Desk Representative is responsible for managing accounts at an operational level, entering and processing assigned orders according to procedures with shipping lines. You will make sure that all orders are up to date, including all documentation. Within this role you will take care of our administrative process regarding our transportation activities we perform for our customers.

Main responsibilities

- Create & execute the operational plan.
- Operational and administrative order handling in the NewPort computer system, according to procedures.
- All information is correctly processed in time and all involved parties are informed.
- Optimize internal and external communication and relationships.

Day-to-day tasks

- Operational and administrative handling of both import and export orders, such as order entry and arranging shipping line related matters.
- Prepare documentation relating to shipments and provide information to internal and/or external parties.
- Inform suppliers, colleagues and/or other relevant parties about deviations of an order.
- Check files financially on correctness, completeness and timeliness.
- Register arrival/departure and any irregularities before, after and during transport.

Who are wé looking for?

- A supportive team player with strong administrative skills.
- You have great planning and organizational skills, your work is accurate, you are stress resistant and you enjoy administrative tasks.
- Work experience in a similar position
- Knowledge of INCO terms
- Knowledge of IMDG and ADR
- Knowledge and understanding of administrative procedures and logistics.
- Fluent in Dutch and English (German and French are a pré)

What does NewPort offer yóu?

- Salary, contribution in pension, holidays and commuting allowance!
- Working in an enthusiastic team in an informal working environment
- Opportunity to work on your professional and personal development

Please note that our headquarter is located in Moerdijk, a location which requires you to have your own car. *Interested? Send your resume and cover letter to careers.eur@newporttank.com*