



Job Description

Job/Title:	BA & Supply Chain Coordinator
Job level:	Position of trust and confidentiality
Legal Entity/Department:	PalletBiz Poland Sp. Z .o.o. / Supply Chain & Administration
Direct reference:	Supply Chain Responsible & Daily Manager
In-direct references:	Global Sourcing & Sales (GSS)
Back-office (s):	Kalisz, Poland

Competencies/Capabilities:

Basic Competencies/Experience:

- Polish and English – written and spoken languages. Proficient use of German would be required.
- Higher relevant education in Business Administration or Supply Chain.
- Minimum 1-year experience in Supply Chain, Order Administration or accounting
- Good and proficient IT-user (min.: Microsoft Office software systems)

Capabilities:

Highly structured and good with human interaction and relationship building
Experience in developing, implementing and managing supplier & client relations
Experience with Business Administration and accounting (ad advantage)

Personal characteristics:

Open, extrovert and self-driven
Proactive approach to business development & administration
Loyal and thinking “Win/Win”
Good structural abilities and systematic thinking
Engaged and engaging!

NB: *Please note, that an extended version of the Job Description, including the main areas of responsibility, will be shared at the time of first interview.*