



DFI ORGANICS Inc.

Your partner in Organics!

DFI Organics, Inc. is the US branch of the globally active Doens Food Group. The Doens Food Group, with headquarters in The Netherlands, is one of the world's leading trading companies in organic food and feed ingredients. DFI Organics Inc. does not only import and distribute, but also offers warehousing, packing and cleaning services. Our company is passionate about our organic products and we work hard every day to show this to our customers. DFI Organics Inc. is based in Houston and we want to hire a:

Logistics and Quality coordinator

Job description:

In our organization you will be part of the USA team. A very exciting and dynamic team where every day is different. As a Logistics and Quality coordinator you are in daily contact with suppliers, customers, forwarders, warehouses and custom agents in the USA and around the world. The Logistics and Quality coordinator will report to the North American Manager and will be in daily communication with our Dutch headquarters and will work closely with our sales team.

Primary Roles and Responsibilities:

- Communicate with offices and agents worldwide regarding proper documentation for imports
- Process delivery of products, updating tracking and collection systems
- Adhere to all domestic and international shipping regulations
- Proactively identify issues and come up with effective solutions
- Track and monitor shipments coming into North America and within the region
- Monitor and forecast supply chain needs for the sales and purchasing departments
- Ensure deliveries are received on time and to specifications
- Maintain and develop new relationships with logistic partners
- Execute and process new orders
- Sample control and distribution
- QA contact for customers, answering their questions and sending standard company documents
- 1st point of contact for complaint handling
- Set up credit files and new supplier verification: sending questionnaires to new suppliers and document request
- New product verification: requesting required documentation
- Responsible for execution of FSVP program

Required Skills and Attributes

- Detail oriented with the ability to prioritize tasks and meet deadlines
- Stress resilient and flexible
- Excellent interpersonal skills – Capability to work both independently and in a team
- Must have excellent communicative skills both written and orally
- Ability to find new and improved ways of conducting business
- Enjoys a multi-faceted and dynamic work environment
- Multilingual is a plus
- Positive, entrepreneurial spirit, who is self-motivated and personable.

Education and Experience:

- Bachelor's Degree in Business / Supply Chain Management or equivalent work experience
- Knowledge of import and export regulations, laws and processes
- Experience working with national logistics carriers and solution providers
- Proficient IT skills
- Experience in agriculture and/or manufacturing industry is a plus

Compensation:

At DFI, you'll be part of a growing, young, dynamic team that values its employees and encourages new ideas and approaches to everyday business. In addition to an excellent working environment and motivated colleagues, DFI Organics, Inc. also provides attractive compensation and working conditions. Our employees may also receive training and visit our European offices on a yearly basis.

Seize this opportunity and join our great company. Act quickly and send your application to carl@dfiorganics.com