

## **Distribution Assistant (maternity cover)**

### **Akasel A/S, Roskilde**

*As a colleague of ours is going on maternity leave, we are looking for temporary help in our Distribution team (approx. 1 year).*

*We are therefore seeking a highly organised and motivated Distribution Assistant to join our team on a temporary basis.*

### **The job**

As our Distribution Assistant you will play a crucial role in ensuring a smooth and efficient flow of the handling of orders coming from our customers (distributors). You will be the point of contact to our customers and will ensure the correct processing of the orders.

You will be responsible for a wide range of tasks, including:

- **Order Entry:** Accurately entering orders into our ERP system (Uniconta), ensuring all details are correct and complete.
- **Customer Communication:** Effectively communicating with customers regarding order status, delivery schedules, and any issues that may arise. Communication is mainly in writing and in English.
- **Coordination of freight:** Booking and coordination of freight when the orders are ready to be shipped to our customers.
- **Inventory Management:** Maintaining accurate inventory levels and coordinating with colleagues to ensure timely replenishment of stock.
- **Problem-Solving:** Identifying and resolving any issues that may arise during the distribution process, ensuring customer satisfaction.

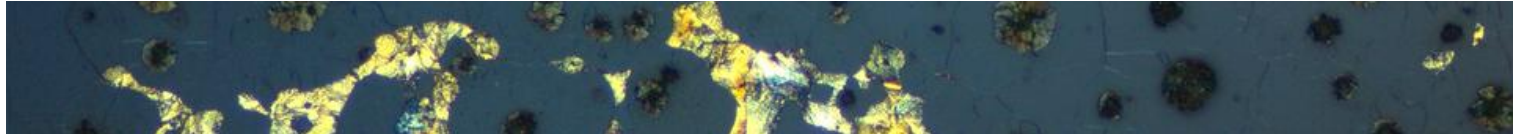
### **Your profile**

- Experience with ERP systems, is highly preferable
- Strong customer service orientation on an international level, and a passion for ensuring customer satisfaction
- Excellent written and verbal communication skills in English are essential.
- Detail-oriented and structured in the way you work
- Responsible and not afraid of asking questions along the way
- A flexible and proactive approach to work, with a willingness to learn and adapt.

### **About us at Akasel:**

We at Akasel work with developing, producing and distributing world-class consumables for metallographic preparation of solid materials. Our products are used in laboratories in some of the most demanding industries around the world, and we work with a global network of dedicated distributors as well as suppliers.

We are characterised by an internal culture that is familiar as well as multicultural and based on respect for the individual person. We believe that this culture thrives best in an informal working environment characterised by a high degree of freedom under responsibility, where many tasks are solved in close cooperation across the organisation.



Our entire organisation is categorised with a flat hierarchy. You should therefore expect a dynamic workplace where things can change fast. Needless to say, you need to be able to adapt to change – understand why change can be a good thing – and constantly work to improve and optimise the way we work.

Our team, consisting of 20 people, is located in Roskilde (Svogerslev). We have great flexibility with our working hours divided over the week days (Mon-Fri).

**Interested?**

Then send your application and CV as soon as possible to [Lrc@akasel.com](mailto:Lrc@akasel.com). Accession is as soon as possible. We will be having interviews on an ongoing basis.

PRIVACY POLICY: By submitting a job application and other information, you automatically give your consent for Akasel A/S to process your information in accordance with the Personal Data Act (Persondataloven).