As an Export Coordinator in Customer Care you will work within a fast-paced, dynamic environment, where not one day is the same as the next. You will support the sales people in the Export department, work with Import and the Home market, and also communicate regularly with the Breeding Advisors and Veterinarians in order to fulfill the tasks involved in the role. You will be processing the orders in our business program Navision and will also administrate all documentation involved with export orders, inclusive of the health certificates and freight documents. You will be "the spider in the web" coordinating the sales with planning/production, whilst ensuring the customers get the best service.

Your main tasks will be:

Export
- Process/administration of Export orders
- Veterinary documents
- Freight booking/documents
- Invoicing

Import
- Process/administration of Import orders
- Checking veterinary documents

Customer complaints/issues/request
- Process and find solutions to any customer claims/complaints/issues

You will work together with our sales team consisting of Export Managers and coordinators and will be reporting to our Supply Chain Manager. The office are is located in Assentoft, close to Randers.

Your qualifications:
- Bachelor's degree in business administration, or similar.
- Experience in customer service and Export sales support
- IT literate (use of Navision, Outlook & Office)
- Social skills and ability to handle cultural differences, internally and externally
- First class communication skills, able to operate professionally and effectively at all levels
- Danish and English language at fluent level – oral and written. Further language skills will be highly appreciated

We expect you to have:
A self-motivating and result-oriented mindset as well as a strong cross functional understanding. Strong administration skills, structured and systematic, but also prepared for change. Motivated by a high pace, have a high energy-level and work determinedly and efficiently.

We offer you:
An exciting job with opportunities for professional and personal development. We value initiative, enthusiasm, responsibility and the right balance between creativity and quality in all solutions.

For more details, please contact: Supply Chain Manager, Johan Ingerslev Bjerremand, Phone +45 51 16 91 67.
Applications with appendices should be sent to: application@vikinggenetics.com.

VikingGenetics is the market leader for cattle breeding in the Nordic countries, co-operatively owned by 25,000 farmers. Our unique combination of breeding for health traits as well as production has led to a position as domestic market leader and with substantial export sales. We employ 160 people in Denmark, Finland, Sweden, Australia, Germany and UK.