

# Import/Export Specialist

## Your Contribution

As the Import/Export Specialists you are part of the Logistics department, which is a department within the Sales & Logistics pillar. This is a specialist role aimed at supporting the logistics process. The import/Export specialists have specific expertise on Import/Export documentation and order handling. They operate in an international context. The Import/Export Specialists have a key position between sales, Logistic Coordinators and planning/production, and contribute to the growth and strategic goals of HZPC by successfully following up on the delivery of international shipments and taking care of specific (export) documentation when needed.

**Job Title:**  
Import/Export specialist

**Department:**  
Logistics

**City:**  
Joure

## Specifically, your main tasks include :

- Input of orders/purchase contracts into the system
- Review Letters of Credit (LC's) and ensure requirements are met
- Forward orders to Planning and Logistics Specialists
- Keep stakeholders actively informed about order status
- Report incoming complaints by entering these in the complaints system, plus creating credit invoices for complaint handling
- Adequate administration and documentation of the processed data
- In coordination with the Sales Manager, screening of customers from sanction countries and checking origin of money transfers against place of delivery
- Ensure import permits and payment guarantees are in place before orders are shipped
- Issue required export documents (country of origin certificates, invoices, etc) .
- Accurate registration of issued phytosanitary certificate numbers

## Your Profile

You are a driven professional with a passion for logistics. You have an eye for detail and analytical skills that help you solve problems quickly and effectively. You are proactive and can handle stress during peak seasons. Cooperation comes naturally to you, and you know how to communicate effectively with different teams.

## Additionally, you have:

- High level of accuracy skills and detail oriented
- Ability to communicate effectively and on time
- Ability to handle stress during peak seasons
- Ability to take a hands-on approach to process a lot of work at the same time
- Good ability to speak both Dutch and English language. Additional languages are a plus.
- Educated to the level of HBO or MBO+, or equivalent. Good command of both Dutch and English. Additional languages are a plus.

## What We Offer

With us, you get the chance to be part of a team of experienced colleagues in the Logistics department. We are convinced that you will learn and grow a lot in your role. The work atmosphere is positive, with lots of humour and a strong willingness to support each other. Growth is high on our agenda, and we are happy to discuss with you what this means for you personally and how we can contribute to it.

## Additionally, we also offer:

- A position in an international environment within a healthy and growing organization
- The possibility to work hybrid. We expect you to be partly in the office, but you have the freedom to work from other locations
- A fully HZPC-paid pension, allowing you to focus on your future without worries;

- 33 days off based on a 40-hour workweek
- A 13th month salary, paid out monthly for extra financial security;
- A place in a dynamic international organization with diverse opportunities for career and personal development;
- An additional reward in the form of our variable bonus, paid out every November based on achieved objectives

#### **About HZPC**

Founded in 1898 and rooted in the Netherlands, HZPC has become a global market leader in innovative breeding, seed potato trading and concept development. Our ambition is a sustainable growth. We offer innovative potato varieties that are optimized for local cultivation conditions. We share knowledge and provide solutions that dynamically anticipate the climatic, cultural and commercial challenges that the whole area of food has to deal with. With 400 employees in 16 countries and exporting to more than 90 countries, we contribute to the availability of responsible food for the well-being of millions of people worldwide.

You can find more information on our website: [www.hzpc.com](http://www.hzpc.com) .

#### **Your reaction:**

We are looking forward to receiving your response! You are invited to show your interest by submitting your application and CV via the application button. For more information about the recruitment process, you can contact Ilse Kuiper (Talent Acquisition Lead) via [ilse.kuiper@hzpc.com](mailto:ilse.kuiper@hzpc.com) . For additional information please contact the Head of Logistics, Joost Kruijer at [joost.kruijer@hzpc.com](mailto:joost.kruijer@hzpc.com) .