

Job Opportunity: Logistics Administration & Support

Celestia Satellite Test & Simulation BV (C-STS) provides innovative high-tech solutions to the international space community to support satellite development, assembly integration and test as well as post launch and operational services. C-STS operates from its office in Noordwijk, The Netherlands.

What we do:

Our core activities include the design, development and support of high-complexity electronics-based systems. These include products for Satellite Simulation & Test (Electrical Ground Support Equipment), TTC & TM/TC Systems, Modems (RF and Optical) as well as Data Processors. Our products are largely developed in-house by our team of highly-skilled, hardware, firmware and software engineers.

For more information about our company, our products and activities have a look at our website: www.celestia-sts.com.

Who are we looking for:

We are looking for an enthusiastic individual to provide **Logistics Administration & Support** to our existing team. The individual will be involved in different areas primarily focusing on procurements and incoming deliveries/outgoing shipments.

What will be your challenges:

Procurement Related

- Requesting quotations and negotiating prices where possible
- Initiating Purchase Orders
- Tracking status of Purchase Orders and following up with suppliers as necessary
- Maintaining procurement (status) lists for active projects

Incoming Goods Logistics

- Receipt/unpacking of goods and performing incoming inspection
- Management of any issues identified during this process
- Receipt administration and storage of goods

Outgoing Shipment Logistics

- Booking shipments with couriers or freight-forwarders
- Preparing outgoing shipment paperwork
- Preparing (high-value) goods for shipment based on written guidelines

What we ask from you:

- General Logistics knowledge preferable at MBO level
- General knowledge of packaging and transport methods
- General knowledge of law and customs regulations would be an advantage
- Good verbal and written communication skills in both English and Dutch
- Proficient with MS Office suite

What we offer:

- A part time position; nominally 24 - 32 hours per week over 5 days
- Working in a small, professional, multi-national & fast-moving company
- To work in an open and friendly environment with a culture of ownership and transparency (room for personal initiative and development)
- A pleasant workplace in modern well-equipped office
- A company pension scheme
- Commuting allowance (our office is easily reachable from den Haag, Leiden and surrounding areas)

For a practical and motivated individual, this position will offer an exciting challenge where you can contribute directly to the growth of this quality-driven, dynamic organization.

This role is limited to applicants currently based in Europe and legally authorized to work in the EU/EEA.
We appreciate your understanding.

If you are interested, we welcome you to contact us via email: employment@celestia-sts.com.