



## Summer Job - Customer Order Coordinator

Thermo Fisher Scientific is the world leader in serving science, with annual revenue exceeding \$40 billion. No other company can match our range of customer touch points – technologically, geographically or commercially. We help our customers in finding cures for cancer, protecting the environment, making sure our food is safe and moving forward with thousands of important projects that improve millions of lives.

This position is based in Uppsala, where Thermo Fisher develops, manufactures, and markets complete blood test systems to support the clinical diagnosis and monitoring of allergy, asthma and autoimmune diseases. With 1,900 employees worldwide, and 1,000 in Sweden, we are the global leader in in-vitro allergy testing and the European leader in autoimmunity diagnostics.

### **How will you make an impact?**

As a Customer Order Coordinator, you are responsible for ensuring that customer orders are executed in a timely manner and transportation setups and global export rules are followed according to company policy including daily contacts with commercial units, distributors, and transport companies. You'll be a part of the Order Management Team within Logistics in Uppsala who are responsible for handling all

customer orders sent in from regions worldwide, in compliance with global export rules and company policies.

### **What will you do?**

- Being overall sales office/distributor contact (front desk communicating distribution of products)
- Registering, confirming, and invoicing customer order/s in SAP
- Booking transportation with preferred forwarders and couriers according to market setup
- Communicating shipping information to customer/s & commercial organizations
- Maintaining department instructions
- Screening against DPEL Denied Persons/Entities list
- Reviewing and following up of Import & Export declarations
- Issuing of trade documents
- Contribute to team development and improvement work

### **What will you need?**

You are a customer-focused person with excellent communication skills and a can-do attitude towards problem solving. The position will suit a person who is comfortable working operatively, taking initiatives, have a structured way of work and interest in continuous improvement.

- University degree or equivalent education in supply chain, logistics or similar

- Experience of working in export/import commerce industry in a supply chain or finance related role
- Experience of using ERP (preferably SAP)
- Proficient user of Microsoft Office tools
- Fluent in written and spoken Swedish and English
- Understanding quality systems (ISO and QSR-regulations) is beneficial

We are working according to the security requirements for aviation. For this position and during the recruitment process you will go through a criminal record check.

**Apply today!** <http://jobs.thermofisher.com>

**APPLICATION DEADLINE: April 30th, 2022**

**If you have questions**, please contact Sonia Zouave, recruiter, [sonia.zouave@thermofisher.com](mailto:sonia.zouave@thermofisher.com)

*At Thermo Fisher Scientific, each one of our 100,000 extraordinary minds has a unique story to tell. Join us and contribute to our singular mission—enabling our customers to make the world healthier, cleaner and safer.*

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**Apply Now**