



Administrative Sales & Logistics Coordinator

At STET, we are passionate about connecting high-quality potatoes with markets around the world. As a key player in the industry, we ensure smooth and efficient logistics to deliver our products to customers across Europe. We are looking for a dedicated temporary administrative Sales & Logistics Coordinator to support and optimize our logistics processes for South Europe and Specifically Italy

Your contribution

As an Administrative & Logistics Coordinator, you will be responsible for overseeing the transportation of large quantities of potatoes per season, ensuring efficient order processing and delivery.

Your tasks include:

- Entering orders and loading instructions into our system.
- Coordinating shipments from October to April for different customers.
- Managing diverse orders—from single pallets to full truckloads—across different varieties, sizes, and packaging formats.
- Communicating with growers, packers and occasionally transport companies to arrange shipments efficiently.
- Sending loading instructions to Italy and managing delivery confirmations.
- Preparing purchase contracts between STET and HZPC.
- Issuing invoices after finalizing transport orders.
- Supporting logistics coordination across multiple countries to optimize shipments.

Your Profile

You have a strong background in logistics and supply chain management, with excellent organizational skills and attention to detail. You are adept at managing international logistics, working with order processing systems, and coordinating with multiple stakeholders. Your problem-solving mindset and adaptability help you thrive in a dynamic environment. Fluency in Italian is a plus!

You have/are:

- Expertise in logistics, supply chain management, or related fields
- Strong administrative skills with a keen eye for detail
- Experience handling international logistics operations
- Ability to work with order processing systems effectively
- Excellent coordination and communication skills
- A proactive mindset for problem-solving and flexibility



What you can expect from us

It is a temporary function for the season of 2025/2026

Furthermore we offer:

- A chance to be part of a leading potato trading company with a strong international presence.
- A dynamic work environment with evolving logistical challenges.
- Competitive salary and benefits.

Your Reaction

We look forward to your response! You are invited to show your interest by submitting your application and CV via email. For more information about the recruitment process, you can contact Ilse Kuiper (Talent Acquisition Lead) via ilse.kuiper@stet-potato.com. For more information about this position or the procedure, you can contact: Rutvik Patil, (Managing Director) via Rutvik.Patil@stet-potato.com.