

# MUEVO

## **Procurement & Logistics Manager**

**MUEVO** is a multicultural organization specializing in the design, engineering, production and installation of custom museum display cases, state-of-the-art exhibition systems, and innovative fit-out for museums, cultural institutions and exhibition spaces around the world.

A museum showcase is the host of a piece of history and strict requirements for conservation and security are to be followed. Our constructions consist mainly of glass, welded assemblies of intricate sheet metal work, concealed purpose-built mechanisms, cladding of various materials, etc. The particular requirements of each projects demand the development of customized solutions with high levels of conservation, aesthetics, ergonomics, functionality, security and safety.

Our team is currently looking for a: **Procurement & Logistics Manager**

### ***Job Description***

The new member will become part of the project management team in the company's headquarters in Chalandri and will:

- Handle requests from Project Managements and Technical Dept. for the procurement of materials and components needed for the construction of showcases or other exhibition systems.
- Search the market for availability and prices, order and arrange deliveries.
- Manage internal transportations and deliveries between suppliers, manufacturers, production facilities and office, planning efficient routes.
- Manage transports to and from projects (international FTLs etc), on site unloading equipment needs, insurances, delivery notes and any relevant documents.
- Communicate with PMs, accounting dept, engineers and industrial designers for the order details, deadlines and arrangements.
- Arrange travel tickets and accommodation for installation and management teams in Greece and abroad.
- Keep track of procurement and logistics expenses, corresponding them to each active project, in collaboration with PM and accounting dept.

### ***Responsibilities***

- Market/supplier research (special materials, components and producers)
- Procurement (offers, orders, deliveries)
- International & internal transports (routing, insurances, documents etc.)
- Procurement and logistics cost tracking per project
- Accommodation and travel management

### ***Requirements***

- University Degree
- 2 years of experience in a relevant position/environment
- Good knowledge of English (B2)  
Knowledge of mechanical components markets
- Excellent knowledge of office tools
- Good knowledge of French (B2) – Optional

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## ***Skills***

- Self discipline & organisation
- Time management
- Teamwork
- Strong coordination & communication

## ***Benefits***

- Competitive remuneration
- Private health insurance
- Friendly & flexible work environment