

Logistics Coordinator

Are you ready to become a part of the world's loudest start-up and join our skyrocketing journey? Are you fueled by challenges and reaching ambitious goals in a fast-growing company expanding internationally? Would you like to use your operational skills in a structured and analytical way to make sure that orders arrive to our customers in the right place, at the right time, and in the right quality?

If the answers are all yes, then you might be the Logistics Coordinator we are looking for to oversee and facilitate day-to-day shipments to our customers and retail partners in Europe, Africa and Middle-East.

JOB TITLE	LOGISTICS COORDINATOR
REPORTING TO	COO
HOURS	FULL-TIME
LOCATION	COPENHAGEN
START DATE	JUNE 1st

As the Logistics Coordinator at SOUNDBOKS, you will become a part of an international company with an entrepreneurial atmosphere and lots of ambition. We work closely together, we love what we do, and we do our best to make sure everyone in the team feels valued, respected and important.

You will be a part of the Production and Logistics Team cooperating with several other teams within SOUNDBOKS. Especially our Sales, Marketing, and Community teams as you will be responsible for communication and support regarding logistics and inventory.

Your key responsibilities include:

- Daily order fulfillment for our web shop and for our retailers in Europe
- Daily communication with warehouse and shipping partners
- Inventory control in our office and warehouse(s)
- Shipping invoicing and reporting
- Customs clearance (for outbound shipments)
- Supporting the team in day-to-day operations

To fulfil these responsibilities, you should have work experience within logistics. Experience with shipping is a plus but not necessary. To successfully perform the job, the following skills and experience are required:

- A relevant higher education in business administration, supply chain management, logistics or similar field.
- Hands-on experience within logistics or supply chain
- Experienced with Excel and/or other supply chain tools
- Proficiency in English speaking, reading and writing

It is important that you consider yourself as a person who is persistent with your tasks in a structured and accurate way. You are a proactive and systematic person who loves to follow up on your tasks, and who is capable of keeping many balls in the air. Furthermore, you are a person who is inspired by a lively and changing working environment and a good communicator, as you will be working with several teams, our customers and retailers.

Want to join the team?

Applications are continuously assessed, so please send your application and CV to jobs@soundboks.com as soon as possible. If you have any questions about the position, please contact Stine Friis Mønster on +45 5189 1494 or send an email to stine@soundboks.com

We look very much forward to hearing from you!

About us

In the early days of SOUNDBOKS, three high school-friends built DIY-speakers for music festivals. After graduation, they decided to officially found SOUNDBOKS with the vision of bringing people together through shared experiences. In early of 2016, SOUNDBOKS participated in Y-Combinator in Silicon Valley for three months, resulting in one of the biggest seed round valuations for any Danish start-up. Since then, SOUNDBOKS has grown exponentially with core markets in Denmark, Germany, and North America.

We are one of the fastest growing hardware start-ups developing, manufacturing and selling the world's loudest battery-powered Bluetooth speaker, primarily targeting European and American markets. Currently we are more than 30 employees across our three offices in Copenhagen - DK (HQ), Los Angeles - CA, USA, and Hangzhou, China.

We have a strong brand profile making SOUNDBOKS not just a speaker, but a community.

Join us on our exciting journey!