

## DESOTEC – Logistics Administrative Clerk (temporary)

### Administrative Clerk - Logistics (temporary)

As a **Logistics Administrative Clerk** at DESOTEC, you play a vital role in our sustainable logistics operations. You make sure our filter exchanges across Europe run smoothly – from transport planning and customs documents to waste registration.

Do you have a **Bachelor's degree**, strong language skills, and a talent for logistics? Are you looking for **more than just a job** – a place where you can grow, contribute ideas, and truly make an impact? At DESOTEC, we offer exactly that. With **extensive training and support**, you'll have every opportunity to develop your skills and help create a cleaner world.

#### Who is DESOTEC?

DESOTEC is an international environmental services company dedicated to protecting the planet with sustainable mobile filtration solutions for liquids and gases. We have about 450 employees, united in Generation D., who are all committed to protecting the planet by promoting positive ecological change across various sectors. In 2021, private equity funds managed by Blackstone acquired DESOTEC.

#### What will you do as a Logistics Administrative Clerk at DESOTEC?

- **You ensure everything runs smoothly in our logistics planning.**  
Together with your colleagues, you **monitor the planning of filter changes across Europe**. You track progress, identify bottlenecks in a timely manner, and actively contribute ideas on how to improve even further
- **You prepare waste documents and register transports.**  
You ensure that all waste transports are correctly recorded and that the necessary documents are prepared accurately and on time. This way, we keep our processes efficient and compliant.
- **You efficiently handle import containers.**  
From transport to the correct documents: you ensure that import containers are processed smoothly. Thanks to your accuracy, everything runs as planned.
- **You book ferries and trains.**  
No logistics without planning! You reserve the necessary ferry and train connections in a timely manner and keep a close eye on the schedule. Thanks to your structured approach, we stay on track.
- **You prepare and follow up on customs documents.**  
You build expertise in customs matters and become our internal expert. You ensure that all documents are sent correctly and on time, so our goods can cross borders smoothly.

In short: you are an **essential link in our logistics team**. Thanks to your dedication and accuracy, everything continues to run smoothly – and you help build a more sustainable future.

#### Why are we looking for a temporary Administrative Logistics Clerk?

One of our Administrative Clerks in the Logistics department will be going on maternity leave from the end of December 2025 until May 2026. That's why we are actively looking for a motivated colleague to temporarily replace her. You can already start with us in November to ensure a smooth handover.

## What will your team look like as a Logistics Administrative Clerk?

As a Logistics Administrative Clerk, you'll join a team of 8 fantastic logistics colleagues in Roeselare, reporting to the Logistics Supervisor.

## Who are you as a Logistics Administrative Clerk?

- **You have a degree in Office Management, Logistics, or something similar.** Whether you've just earned your Bachelor's or you already have a few years of experience, your organizational skills and interest in logistical processes will make all the difference.
- **Experience is a plus, but not a must.** Have you already worked in an administrative or logistics role? Great! Are you an enthusiastic starter with the drive to learn quickly? Then you're more than welcome too.
- **You're fluent in Dutch, French, and English.** You communicate effortlessly in our three main working languages – a must in our international environment.
- **You're proficient in MS Office.** You're familiar with Excel, Outlook, and Word. Do you have experience with Navision or Dynamics? That's an extra asset!
- **You love to get things done.** You're hands-on, pragmatic, and results-oriented. You see what needs to be done and take initiative.
- **You're full of energy.** You thrive in a dynamic environment. Flexibility and change actually energize you.
- **You want more than "just a job."** You're looking for a place where you can grow, show initiative, and develop yourself further. And you can do that at DESOTEC, where we truly invest in our people. Through internal and external training, you'll get every opportunity to sharpen your skills, learn new tools, and discover where your talent can best shine.
- **You're social and a team player.** You enjoy collaborating, you consult spontaneously, and you feel comfortable in an environment where team spirit is central.

We value **Teamwork, Excellence, and Devotion**—our three core values. If you can't check every box but see yourself in these values, we highly encourage you to take a chance and apply!

## What's in it for you?

It goes without saying that you get a lot in return in exchange for your unbridled dedication and enthusiasm:

- **A competitive salary** – We guarantee you a (more than) competitive base salary, depending on your experience.
- **Fringe benefits** – To optimize your salary package, you can count on meal vouchers, group and hospitalization insurance (AG Insurance), a non-recurrent CAO90 bonus, two annual gross bonuses, and the option for bicycle leasing after one year of service].
- **Discounts through partnerships** –As part of the Blackstone group, all internal DESOTEC employees also enjoy discounts on BRE-Hotels (a collection of Blackstone-owned hotels and resorts). [Only for Belgium: Through Benefits at Work you get discounts at Center Parcs, Zalando, bol.com, Kréfel, Decathlon and many more.
- **Time off to schedule freely** – At DESOTEC there is no collective closure. You enjoy 23 paid vacation days and have the freedom to take 10 unpaid vacation days on top of that. This way you can increase your number of vacation days to 33 days!
- **Personal & professional growth** – You will have every opportunity to immerse yourself in your new role, but also to grow personally and professionally through an extensive range of training courses.
- **Fun and relaxation** – You will regularly be invited to one of the many afterworks and other fun activities. Each team also gets a team building budget – it's up to you how you spend it!

## Our purpose and mission?

At DESOTEC, we are committed to building a **cleaner, greener world for all**. We strive to helping protect the planet by driving positive ecological change across all industries. Witness our mission with your own eyes in the DESOTEC [purpose movie](#).

Curious to find out more about your potential future employer? Check out [www.desotec.com](http://www.desotec.com) and follow us on LinkedIn, Facebook and Instagram via @desotec.

<https://www.desotec.com/en>