



Purchasing & Logistics Assistant (32-40 hours)

Location: Serooskerke, NL (on site)

Date: July 2026

About us

BlueOOS B.V. owns a variety of advanced marine assets offering an exceptional level of support to the oil and gas industry, ranging from ship management, engineering, maintenance and operational services.

Job Description

To strengthen our Purchasing & Logistics department, we are looking for a motivated Purchasing & Logistics Assistant. In this versatile role, you will support daily logistics operations and ensure the accurate administrative processing of incoming and outgoing goods.

You will be responsible for handling logistics documentation, preparing export shipments, and monitoring the progress of orders and transportation activities. You will work closely with colleagues across various departments, suppliers, carriers, and other logistics partners. Thanks to your attention to detail and strong communication skills, our logistics processes run efficiently and smoothly.

Key Responsibilities

- Process and verify incoming packing lists and related documentation.
- Administratively process received goods and orders in the ERP system.
- Prepare, review, and maintain documentation for domestic and international shipments.
- Support the coordination and administrative handling of export shipments.
- Monitor the progress of orders, deliveries, and transportation activities.
- Communicate shipment status updates with internal departments.
- Maintain contact with suppliers, carriers, and logistics service providers regarding ongoing shipments.
- Identify and follow up on discrepancies in deliveries, documentation, or transportation schedules.
- Ensure accurate filing and record-keeping of logistics documents and order information.
- Support the Purchasing & Logistics department with general administrative and logistics-related tasks.
- Perform all activities in accordance with established procedures, with a strong focus on quality, accuracy, and continuous improvement.



Job Requirements

- MBO/HBO work level
- A diploma or experience in logistics, supply chain, administration, or a related field is an advantage, but not essential.
- Eager to learn, motivated, and detail-oriented.
- Strong communication skills.
- Ability to work efficiently and prioritize tasks effectively.
- Capable of working both independently and as part of a team.
- Good command of both Dutch and English, written and spoken.
- Experience with Microsoft Office; experience with ERP systems is an advantage.
- Affinity with logistics processes and administrative work.

What can we offer you?

- A varied and challenging role within an international working environment.
- A dedicated and enthusiastic team where collaboration is key.
- Plenty of opportunities for personal and professional development.
- Career growth opportunities within the organization.
- A one-year contract for 32 to 40 hours per week, with the possibility of a permanent position based on performance.

Interested?

If this job appeals to you, please send your application to HR@blueoos.com

Contact BlueOOS

Head Office in The Netherlands

Oostkapelseweg 4
4353 EH Serooskerke (W)

Tel. Office +31 (0) 118 726200

