

## Supply Chain and Operations Assistant

Lindhe Xtend develops and sells user-friendly and flexible prostheses and accessories. Our goal is to give the amputee the opportunity to live a free and mobile life with a high quality of life. The prostheses are developed in close collaboration with users under the motto "Xtend your life". Lindhe Xtend markets and sells its range via specialized orthopedic clinics, both directly in Scandinavia, via our American sales company and via distributors on international markets.

Now we are looking for a Supply Chain and Operations Assistant located in Halmstad.

This is a unique opportunity for an administrative person who wants to be part of an exciting journey with the whole world as a market. We are now looking for a person with a few years of experience in purchasing, warehouse or logistics who wants to develop with the company. The role will involve international contacts.

The tasks include purchasing planning in Sweden and the USA. You coordinate inventory purchases, inventory balances and administer purchases against inventory. To produce forecasts, you collaborate with the purchasing and sales department. Delivery monitoring and shipping documentation are important parts of the role, as well as handling returns and complaints. You are also involved in inventories of the component and finished goods stock.

Other duties include preparing tender documents, compiling statistics and assisting the company's COO and, if necessary, helping on the customer service side.

Your profile:

- A few years of relevant experience
- Knowledge in logistics, knowledge of freight operators and 3PL
- Experience in purchasing planning
- Economics/Logistics education, desirable
- Experienced business system user
- Good knowledge in English

As a person, you are self-motivated, collaborative and structured. You thrive in a coordinating and administrative role with many contact points. The role requires flexibility, a sense of service and that you are solution-oriented. The company is expanding and has the whole world as a market. In the long term, there are good development opportunities.

Questions about the position can be answered by Carin Mossberger 0701-460 390 or Andreas Nilsson 0701-460 391. We look forward to your application as soon as possible, selection is ongoing.

Welcome with your application!