

## ICTS Group – Parts & Warehouse Coordinator

### About the role:

ICTS is expanding, and we are looking for a reliable and organized Parts and Warehouse Coordinator to support the daily operations of our service workshop in Ghent.

In this position, you will make sure that all required parts for truck repairs are available on time, correctly registered, and properly stored. You will work closely with technicians, the Workshop Supervisor, and the Customer Service Officer to keep daily processes running smoothly and efficiently.

#### Main tasks:

- Receive and inspect incoming parts and materials, then store them properly.
- Identify the right parts using manufacturer or supplier catalogues.
- Order and source required parts and components from local suppliers.
- Prepare and issue the correct parts to technicians based on repair orders.
- Record all stock movements and transactions accurately in the ERP system.
- Monitor inventory levels and place simple reorders when necessary.
- Maintain a clean, safe, and well-organized warehouse environment.
- Work closely with the workshop team to ensure smooth repair operations.

### Your profile:

- Knowledge of truck parts and experience in a truck/trailer environment.
- Ability to use parts catalogues and basic computer systems (ERP, Excel).
- Good communication and teamwork skills.
- Accuracy, responsibility, and attention to detail.
- Language skills: English and/or Dutch (other languages are an advantage).
- Previous experience in a heavy duty service parts role is an advantage.

### What do we offer you?

- A stable full-time position with a competitive salary based on your experience and qualifications.
- A clearly defined role with structured procedures and comprehensive onboarding training.
- Opportunities for both internal and external professional development.
- A friendly, professional team that values collaboration and mutual support.

