



Work Planner

ANTWERP

External Description

Work Planner

Location: Boom | Full-time | 36-40 hours/week | PC 226 - Scale 3

Are you a structured professional with an eye for detail and a knack for coordination? Then you might be the Work Planner we're looking for!

As a Work Planner, you ensure the smooth preparation and execution of our technical assignments. You are the bridge between planning, technical services, and administration. Thanks to your accurate preparation, our technicians and partners can work efficiently and deliver top-quality service.

Your responsibilities:

- Process technical work orders and ensure proper system registration.
- Make sure all materials and equipment are available on time.
- Align scheduling with technicians, suppliers, and customers.
- Monitor progress, quality, and deadlines of ongoing jobs.
- Flag bottlenecks and suggest improvements.

Your profile:

- MBO-level (or equivalent through experience), preferably in a technical or logistics field.
- Experience in a similar technical-administrative role is a plus.
- Structured and solution-oriented way of working; stress-resistant.
- Strong communication skills, both verbal and written.
- Fluent in Dutch; knowledge of other languages is an asset.
- Experience with ERP or scheduling tools is a bonus.

What we offer:

- A varied and stable job in a growing company.
- A competitive salary in line with PC 226 - scale 3, with fringe benefits.
- Full-time employment (36 to 40 hours/week) with flexible scheduling.
- A friendly and professional team environment where your ideas are valued.
- Real opportunities for development and internal growth.

Ready to keep everything on track?

Apply today and become part of our dedicated team in Boom!

#LI-DNI #DynaGroup #DynaLogic #Bpostgroup #Workplanner