



www.rum.nl

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Join our team at E&A Scheer and Main Rum Company

Ready to blend in?

We like to see ourselves as a 300-year-old start up. A family business that has grown into an international organisation, while maintaining an entrepreneurial spirit and without the layers of a corporate structure. Modest in size, but we deliver exceptional performance. No day is the same.

A proud group of people who specialise in importing, blending and trading Rum, Batavia Arrack and Cachaça in bulk. With centuries of experience, we understand the needs of various industries.

We play a pivotal role in the supply chain of the global Rum industry. Customer experience, high quality and excellent service are of paramount importance to us. We continuously invest in people, machines, systems and thus increase our clout and visibility. That is why we are looking for an:

Order Department Employee (25-40 hours/wk)

In this role, you are responsible for processing incoming sales orders for both E&A Scheer BV and Main Rum Company. Working at the heart of an international supply chain, you will collaborate daily with customers, transport partners and colleagues across different departments, making a direct contribution to our customer experience and operational success.

As global suppliers of bulk rum, E&A Scheer is known for repeatable, tailor-made blends, while Main Rum Company offers unique casks of rare and aged rum. You will be a hands-on and dedicated point of contact for our customers, providing high-quality service and helping ensure a smooth order process from start to finish.

Starting salary: EUR 3.400 - EUR 4.200 per month, depending on education and experience.

Tasks:

- Monitor progress and process of sales orders
- Enter sales orders into our ERP system
- Handle all order related communication
- Coordinate the delivery process (by road, sea, air)
- Arrange various order-related documents
- Understand customs procedures and assist with related issues when needed
- Arrange (shipment of) samples for approval
- Support the Commercial Team
- Handle exceptions and special requests as they arise

Requirements and skills:

- HBO-working level (minimum MBO-4 degree)
- Strong customer service mindset
- Relevant working experience



E&A SCHEER BV - DECCAWEG 22 - 1042AD - AMSTERDAM - THE NETHERLANDS

By appointment to the court of the Netherlands

IBAN NL69 RABO 0157 5489 29 - BIC RABONL2U - REGISTERED 33158894 - VAT NL005773581B01

On all our transactions our general conditions of sale and delivery apply. These are sent to you on request and are published multilingually on our website



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- Communication and social skills
- Problem-solving capabilities and a flexible mindset
- Accurate, structured and able to maintain attention to detail in a busy order environment
- Fluent Dutch and English language skills, both spoken and written
- Good computer skills, including confidence working with ERP systems and Microsoft Office applications
- Team player and ambassador to the company
- Available to work 5 days per week, 5-8 hours per day, with at least 3 days per week in the Amsterdam office

What we offer:

E&A Scheer is located in Amsterdam. We have a modern office next to our Blending House. Easy to reach by public transport, close to Amsterdam Sloterdijk train station. Free parking on our own premises. You will be part of a dynamic modern heritage company with a team of 38 professionals. The atmosphere is informal; we value an inclusive and diverse working environment. Sustainability is integrated into many aspects of our business, such as a bicycle scheme, an energy saving office and waste recycling. Last but not least: our December lunch, Diversity potluck and monthly pasta Mondays have become cherished traditions across the company.

We know you have a life outside of work and we appreciate you are more than your job. That is why:

- We offer flexible working hours. Start your day between 07:30 and 09:30.
- After your initial onboarding period there is the possibility to work from home according to a hybrid workplace model.
- You can work anywhere in the building with your own laptop, phone, and a sit-stand desk.
- You get 30 holidays based on a 40-hour workweek.
- We offer a fully employer-funded pension scheme, with no employee contribution required.
- We charge electric vehicles for free. As for our people, we keep them energised with great coffee and a positive work environment.



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