

Published on 05. Dec 2025

## **LOGISTICS & ORDER PROCESSING CLERK (M/F/D)**

### **Full-time**

Type of employment

### **St. Georgen bei Grieskirchen**

Location

### **Sales & Marketing**

Area



**Maria Zirwig**

**T** +43 7248 62794 413



**VIEW JOB ONLINE**

#### **Your tasks:**

- Support in the order processing of our customer projects (order placement, document control, invoicing, processing of goods and customer orders)
- Planning and organisation of the transport of our products
- Date coordination and delivery coordination internally and with customers and transport companies
- Cooperation with our internal logistics to ensure effective warehouse planning and goods availability
- Logistical organisation in the event of construction projects. Delivery coordination internally and with customers and transport companies
- Cooperation with our internal logistics to ensure effective warehouse planning and availability of goods
- Logistical organisation in the case of construction site assignments (material delivery, tools)
- Preparation of packing lists and export documents (customs invoices, export declarations)
- Coordination with customers and suppliers regarding deliveries of dangerous goods
- Preparation of shipping instructions with regard to inbound logistics
- Assignments and clarifications with the external logistics service provider

#### **Your profile:**

- You have commercial training with relevant professional experience as an export clerk or order processor
- Customer and solution-oriented work, a high willingness to learn, a high degree of self-organisation and, above all, the ability to work in a team are a matter of course for you
- High sense of responsibility, initiative and flexibility as well as analytical thinking and a structured and precise way of working round off your profile
- You have good IT skills (MS Office, ERP systems)
- You convince with active communication - very good written and spoken German and English skills are a prerequisite
- You are willing to travel regionally in the Upper Austria area (approx. 20% of working hours)

#### **You can expect:**

- Varied projects in a motivated team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies

Do you like this job? Then apply now - we look forward to getting to know you!

The gross salary for this position is €3,300, based on full-time employment.

Published on 05. Dec 2025

## **LOGISTICS & ORDER PROCESSING CLERK (M/F/D)**

### **Full-time**

Type of employment

### **St. Georgen bei Grieskirchen**

Location

### **Sales & Marketing**

Area



**Maria Zirwig**

**T** +43 7248 62794 413



## **VIEW JOB ONLINE**

We are happy to overpay depending on your professional experience and qualifications.