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## LOGISTICS/TRANSPORT OFFICE STAFF (M/F/D)

### Full-time

Type of employment

### St. Georgen bei Grieskirchen

Location

### Sales & Marketing

Area



**Maria Zirwig**

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**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 freight forwarders
- Collaboration with our internal logistics department to ensure effective warehouse planning and goods availability
- Logistical organisation in the event of delivery delays. )
- Multi-year professional experience in the field of export processing or order processing
- Safe handling of MS Office and ERP systems
- Customer and solution-oriented work, self-organisation and teamwork
- High sense of responsibility, initiative and flexibility
- Analytical thinking as well as a structured and precise way of working
- Very good written and spoken German and English skills

#### 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
- Home office option by arrangement
- The opportunity to actively help shape the future of the company

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

The gross salary for this position is €3,000 based on full-time employment. We are happy to overpay depending on your professional experience and qualifications.