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## **LOGISTICS/TRANSPORT OFFICE CLERK (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 responsibilities:**

- Assisting with order processing for our client projects (order placement, document checking, invoicing, processing of goods and customer-supplied items)
- Planning and organising the transport of our products
- Co-ordinating schedules and delivery arrangements internally, as well as with customers and hauliers
- Collaborating with our in-house logistics team to ensure effective warehouse planning and stock availability
- Logistical organisation for site assignments (delivery of materials, tools)

#### **Your profile:**

- Completed commercial training (apprenticeship, HAK, etc.)
- Several years' professional experience in export administration or order processing
- Proficiency in MS Office and ERP systems
- A customer- and solution-oriented approach, self-organisation and the ability to work as part of a team
- A strong sense of responsibility, initiative and flexibility
- Analytical thinking and a structured, precise approach to work
- Very good written and spoken German and good written and spoken English

#### **What you can expect:**

- Varied projects within a motivated team
- Modern equipment and well-equipped production halls
- Numerous additional benefits: fruit, company doctor, gym subsidy, ...
- Opportunities for professional development within a successful industrial company with a family-like corporate culture
- A canteen serving regional specialities
- Option to work from home by arrangement
- The chance to play an active role in shaping the company's future

Does this job appeal to you? Then apply now – we look forward to getting to know you!

A gross salary of €3,000 is offered for this full-time position. We are happy to offer a higher salary depending on your professional experience and qualifications.