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TRUCK REGISTRATION COORDINATOR (M/F/D)

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

Logistics

Area



Anna Maria Rab

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VIEW JOB ONLINE

Your responsibilities:

- Checking in, registering and briefing lorry drivers for deliveries and collections
- Checking and recording relevant transport and delivery data
- Communicating and coordinating with goods-in, warehouse, production, dispatch and loading staff
- Co-ordinating and allocating loading and unloading points
- Preparing, checking and issuing delivery, dispatch and freight documents
- Carrying out simple bookings and data entry in the ERP system
- Maintaining transport and driver documentation
- Assisting with compliance with safety, worksite and traffic regulations on the premises

Your profile:

- Completed commercial or logistics training would be an advantage
- Experience in logistics, goods receipt, dispatch or freight forwarding is desirable
- Proficiency in using PC applications and ERP systems
- Good communication skills and a service-oriented approach
- A structured, precise and independent way of working
- Fluency in spoken and written German; knowledge of foreign languages an advantage

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 development within a successful industrial company with a family-like corporate culture
- Canteen serving regional specialities

For this full-time position, a gross salary starting from 3,000 euros is offered. We are happy to offer a higher salary depending on your professional experience and qualifications.