5014 7619 Clerk for forwarding and logistics services (m/f/d) part-time BS Mönke is a Krefeld personnel expert for recruitment and placement  
of specialists and assistants in the regions of Krefeld, Düsseldorf and Mönchengladbach  
and Duisburg.  
  
For our customer in Krefeld, a company which is in the  
works in metal processing, we are now looking for the ideal person to fill the position  
Position:  
  
Clerk for forwarding and logistics services (m/f/d) part-time  
  
Your tasks:  
  
\* As a forwarding agent (m/f/d) at our customer in Krefeld,  
handle communication with carriers and customers for the purpose of  
Shipping of the goods and communication between different  
Specialist departments such as sales, work preparation, production, incoming goods  
and shipping department  
\* You are responsible for processing Excel spreadsheets and delivery schedules  
(possibly clarification of dates and quantities with the customer) and confirmation of arrival  
and their follow-up  
\* You will also create the shipping documents (delivery notes, invoices,  
shipping documents, export declarations, customs documents) and ship the goods incl.  
Parcel shipping according to delivery proposal lists and customer requests  
\* The registration of shipments in the various portals of the customer and  
Logistics companies are also part of your area of ​​responsibility, as well as national ones  
Traffic, EU traffic and third country traffic including inquiry and comparison of  
shipment offers  
\* You will also take care of master data maintenance (item master data for the  
Shipping, customer-related master data after consultation with sales and  
Passing on to the dispatch department) as well as representing the team management  
Logistics department in the event of vacation or illness  
  
Your profile:  
  
\* You have completed vocational training as a merchant for  
Forwarding and logistics services, ideally with a customs-related  
Continuing education  
\* You already have professional experience in the above areas  
collect  
\* You are characterized by reliability, flexibility and the ability to work in a team  
\* You have very good experience in customs clearance  
\* You also have good knowledge of customs and  
Foreign trade law, fluent written and spoken German as well as  
good English knowledge  
  
Your advantages:  
  
\* You can expect demanding and varied tasks in one  
dynamic work environment  
\* Look forward to a family working atmosphere and a  
performance-linked wages Merchant - forwarding and logistics services None 2023-03-07 16:00:50.702000