613 3218 Clerk in the field of wholesale and foreign trade Clerk in the field of wholesale and foreign trade  
  
Job ID: M-ND-2010202201  
Location: Munich  
Employment type(s): full-time  
  
INTRODUCTION  
 Munich  
They are clerks with heart and soul. You prefer flat hierarchies and enjoy working in a team of specialists. Do you find it easy to check invoices, order confirmations and create EAN labels? If you are currently looking for a new challenge, you have come to the right place with our customer in Munich.  
  
For our client, a company in Munich, we are looking for a clerk in the field of wholesale and foreign trade as part of the direct placement  
  
YOUR ESSENTIAL TASKS ARE  
• Entry of purchase orders  
• Communication with warehouse & suppliers (e.g. finding out where the goods are or in the event of a shortage)  
• Control of order confirmations  
• Invoice control  
• Collection of data in the ATLAS customs system (for deliveries to third countries; research which material, which customs tariff number)  
• Coordination of deliveries/recording of forwarding orders  
• Creation of EAN labels  
  
YOUR SKILLS  
• You have completed a commercial Apprenticeship, preferably in the field of wholesale and foreign trade or professional experience in a similar position?  
• Do you have a high level of IT affinity and have you already been able to work with an ERP system (e.g. SAP)?  
• Your knowledge of German is good, both written and spoken, and you work well with MS Office applications, especially Excel?  
• Your personality is characterized by a high service orientation and you enjoy working with people?  
• Strong communication skills, friendliness and open-mindedness are qualities that you show on a daily basis?  
  
YOUR BENEFITS  
• Planning security through a permanent position  
• Varied and varied tasks in a constantly expanding company  
• A team of specialists and a flat hierarchy enable quick and competent decisions  
• You get a crisis-proof job with development opportunities and the freedom to make your own decisions and take on responsibility  
  
NEED TO KNOW  
Our customer is a company in the field of development, production and marketing of lifestyle products. For more than 30 years on the market, it has stood for passion, consistency, creativity and innovation. Nevertheless, the focus is still on the employee today. Only through the passion and commitment of the people is it possible to stay in the market and grow steadily.  
  
Have we piqued your interest?  
Then we look forward to receiving your application as a clerk in the field of wholesale and foreign trade by email, stating the reference number M-ND-2010202201 from 10 working days! Ms Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 543 249 40. We look forward to seeing you! Merchant - wholesale and foreign trade manag. (foreign trade) Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:48.061000