4364 6969 Clerk processing foreign trade transactions (m/f/d) - Companies in the industrial sector | Attractive salary and permanent position  
  
company profile  
My customer is a growing chemical company and is looking for a processing clerk (m/f/d) as soon as possible.  
  
area of ​​responsibility  
  
-Administrative handling of methanol  
-Customer correspondence in German and English  
-Creation and control of all outgoing invoices, supplier credit notes and incoming invoices  
- Monitoring of payment transactions and dunning  
-Cooperation with the accounting department for the monthly and annual closing  
- Coordination with suppliers, forwarders, customers and service providers  
-Procurement of goods and transport insurance  
- Support for order processing  
-Processing demurrage claims/claims processing  
-Your qualifications and knowledge  
  
requirement profile  
  
- Apprenticeship as a merchant for wholesale and foreign trade management or comparable  
- Further training as a commercial specialist is desirable  
-Good organizational skills  
-In-depth knowledge of foreign trade  
-Fun dealing with numbers (number affinity)  
- conscientious work  
-Proper command of the MS Office package and SAP/R3  
-Very good command of spoken and written English  
-Sociable nature  
  
Compensation Package  
  
-permanent permanent position  
- Flexible working hours and the possibility of working from home on a daily basis  
-Advancement Opportunities  
-Family atmosphere in the team  
-Subsidy to the company pension scheme  
- Bonus payment at the end of the year  
-Parking facilities on site and good transport links to public transport  
-Complimentary drinks and fruit basket  
-Regular team events  
-Corporate Benefits Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:30.138000