

Export Specialist

Vienna, Vienna, Austria

- On-site work
- Full-time position
- Entry level position

In this varied role you are a very important part in the supply chain of our company. For particular markets in the region Americas you are responsible for the order-to-cash process to our exclusive distribution partners as well as the order management and shipping process incl. transport planning to our subsidiaries for all products (finished goods, visibility items and branded cars). You ensure professional execution of all shipping and export related topics and provide first-class customer service. Additionally, you are deeply involved in the process of product launches and changes in the existing SKU portfolio of your markets.

All the responsibilities we'll trust you with:

COMMUNICATION & COORDINATION

You are key contact person for your dedicated markets as well as internal & external stakeholders concerning all order and shipping related topics. You are handling different tasks simultaneously, starting from order management and transport planning to customer complaints up to product launch/change requests. A highly professional attitude towards all our stakeholders and colleagues is a matter of course for you.

SHIPPING & EXPORT ADMINISTRATION

You are in charge of the order-to-cash process to our distribution partners including credit risk management (different payment conditions) as well as the order management and shipping process to our subsidiaries. You create all transport and export relevant documents for your markets, monitor all shipments closely until arrival in your markets and are in close alignment with our 3PLs and customers.

MASTER DATA MANAGEMENT

You are deeply involved in kicking-off and setting-up new finished goods and packaging materials (standard-, in & out SKUs and consumer activations) or changing existing materials (i.e. layout changes, recipe changes) for the entire finished goods and packaging product portfolio of your particular markets.

Your areas of knowledge and expertise that matter most for this role:

- Ideally experience in international Customer Service
- SAP knowledge (favourable)
- Good software handling skills (various programs incl. SAP, Microsoft office, ...)

- Independent, precise and self-reliant work, organizational skills, commercial knowledge, reliability, quality and service orientation are a matter of course
- High ability to set priorities, operational and entrepreneurial thinking
- Ability to understand complex processes in area of logistics and export, identify risks and find solutions
- Always driven for working dedicated & smart and eager to improve processes.
- We are looking for a positive team player, self-motivated, flexible and able to work under pressure in a fast-paced environment with the ability to handle multiple projects simultaneously
- A-level degree (ideally commerce or logistics) or completed commercial apprenticeship with profound professional experience ideally in CPG/FMCG Company
- Fluent in English

Due to legal reasons we are obliged to disclose the minimum salary according to the collective agreement for this position, which is EUR 2.041,00 gross per month. However, our attractive compensation package is based on market-oriented salaries and is therefore significantly above the stated minimum salary.

As an employer, we value diversity and support people in developing their potential and strengths, realizing their ideas and seizing opportunities. We believe passionately that employing a diverse workforce is central to our success. We welcome applications from all members of society irrespective of age, skin colour, religion, gender, sexual orientation or origin.