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LOGISTICS/TRANSPORT OFFICE STAFF (M/F/D)

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

Sales & Marketing

Area



Maria Zirwig

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VIEW JOB ONLINE

Your tasks:

- Support in order processing for our customer projects (order placement, document control, invoicing, processing of goods and customer orders)
- Planning and organisation of the transport of our products
- Date coordination and delivery coordination internally and with customers and forwarding agents
- Cooperation with our internal logistics department to ensure effective warehouse planning and goods availability
- Logistical organisation in the event of construction projects
- . Delivery coordination internally and with customers and forwarding agents
- Collaboration with our internal logistics department to ensure effective warehouse planning and availability of goods
- Logistical organisation in the event of construction site assignments (material delivery, tools)

Your profile:

- You impress with active communication - very good written and spoken German and English skills are a prerequisite
- You have a commercial qualification with relevant professional experience as an export clerk or order processor
- You have good IT skills (MS Office, ERP systems)
- Customer and solution-orientated work, high willingness to learn, a high degree of self-organisation and above all the ability to work in a team are a matter of course for you
- A high sense of responsibility, initiative and flexibility as well as analytical thinking and a structured and precise way of working round off your profile

You can expect:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the advantages of a family business
- Canteen with regional delicacies

For this position, a gross salary of 3.000,- Euro is planned. We are happy to overpay depending on your professional experience and qualifications.