

We are looking to strengthen our team at our location in Glanegg/Carinthia with immediate effect for a self-reliant and committed

ASSISTANCE Logistics

(m/f/d)

Your tasks

- Transport organisation of machines, spare parts and mould tools
- Transport organisation of small or express shipments, document shipments
- Administration of order and payment lists
- Tendering and ordering of transports
- Invoicing of goods and services
- Expansion and maintenance of the forwarding network as well as acquisition of new transport companies and evaluation of new and existing transport companies
- Preparation and processing of customs and transport documents (CMR, B/L, EUR 1, ATR, ISF, AWB, SWB, etc.)
- Preparation of logistics data

Your profile

- Completed commercial apprenticeship, HTBL, HAK
- Good to very good knowledge of English, B2
- Good to very good computer skills (Word, Excel, PowerPoint, Outlook)
- Ability to work under pressure, stress resistance
- Reliability, organisational skills
- Organisational skills, high flexibility
- Structured and accurate way of working
- High willingness to communicate

Your perspectives

- Varied field of activity with versatile and development opportunities
- Exciting field of activity in a dynamic industry and in a team with a very good working atmosphere
- Work in a professional and international environment
- Long-term position, stable general conditions
- Modern infrastructure, parking facilities and great training and development opportunities

Please send your application to:

HIRSCH Servo AG
Barbara Wagner-Drolle
Personalmanagement
9555 Glanegg 58
jobs@hirsch-gruppe.com

www.hirsch-gruppe.com

For this position we offer an annual salary starting at EUR 28.000,- gross (for 38,5 hours per week). The readiness for overpayment exists depending on qualification and experience.

