



PR/087026 | Import and Export Specialist (m / f / d)

Job Information

Recruiter
[JAC Recruitment Germany](#)
Job ID

1541317

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The leading manufacturer with global operations and international presence. Providing accurate portioning and mass measurement machines and solutions for industrial and consumer manufacturing. With the headquarters of EU in Germany, serving a wide range of services across the EMEA continents.

KEY REQUIREMENTS:

- Minimum 1 year of experience in import and export, trade, or customs operations
- Business level in German and English communication skills
- Able to work 100% onsite in Willich

JOB RESPONSIBILITIES:

- Oversee import and export operations, including the preparation of all necessary customs documentation for international shipments
- Classify goods according to current customs tariff regulations
- Manage customs permits for both import and export activities
- Ensure shipment and export clearance in compliance with customs regulations and agreed sales terms
- Handle national and international customer inquiries, prepare quotations, and follow up accordingly
- Procure spare parts from Japan and external suppliers as needed
- Coordinate material withdrawals from the warehouse, including all related processes
- Prepare outgoing invoices and compile export documentation
- Verify and process freight and customs import invoices
- Submit monthly INTRASTAT reports to the Federal Statistical Office

REQUIREMENTS:

- Proven professional experience in logistics and supply chain management
- A proactive approach with strong attention to detail
- Strong customer service orientation and a collaborative team spirit
- Friendly, professional demeanour with a high level of reliability
- Eligible to work in Germany

BENEFITS:

- Permanent full-time position (39 hours/week)
- A dynamic role in a growing, successful company with performance-based compensation
- 13th-month salary
- 30 days of annual leave
- Work in an international environment
- Supportive, team-oriented work culture with thorough onboarding
- Free on-site employee parking
- Capital-forming benefits
- Bicycle and e-bike leasing options
- Meal vouchers as a lunch allowance

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Company Description