



## PR/087220 | Logistics and Operation Assistant (f / m / d)

### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1560958

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:46

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and Job Overview

A Japanese Manufacturer for FA solutions is looking for a Logistics and Operation Assistant (f/m/d) in Neuss.

#### Job Responsibilities

Manage whole process of FA product order and shipment and keep good communication with customer / distributor in order to supply products on time. Support customer inquiry about delivery.

Responsible for the checking on configuration and price of purchase order for FA products, and some spare parts.

#### 1. Purchase Order take-in & all related orders ( both Machine and spare parts ) :

- Check the contents (price, configuration, payment terms, etc) of purchase order from customer.
- Manage overview of in-coming order, shipping schedule, communication with customer / distributor and/or our sales team

- Organize additional parts for stock machine, organize spare parts order from customer and distributors.
- Prepare new machine order.
- Manage whole process of order in to ship out, invoice issuing, and keep record, track the status.
- Manage the collection of payment in case of order has not been paid.

## 2. Stock management:

- Keep machine stock list and manage the stock level of machine accessories (feeders and FES).

## 3. Logistics:

- With Basic knowledge of logistics ( Export, EU, documentation rule), coordinate shipping out of the machine.
- Better communication with forwarder to collect best transport.
- All kinds of logistics (LC, documentation of ATR, COO, MRN etc, booking transport, contact to forwarder, customer)
- Checking final/draft/custom invoice

## Job Requirements

- Well experienced Logistics
- Accuracy to check the machine configuration
- Accuracy to check monthly end invoice checking ( logistics team issuing invoice of sales invoices (the spare parts & machine & service invoice)) with expecting good excel knowledge
- Bachelor degree (New graduates are welcome)
- Solid analytical skills; spreadsheet and PowerPoint savvy.
- Good Communicational (internal / external) skills; transparent Team player, well organized, multi-tasking capable and willing.
- Good business German and English skills.

## BENEFITS

- 6 month trial period
- After trial period, 2 days home office

Apply online for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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