



## PR/087318 | Sachbearbeiter (m / w / d) Zoll- und Import / Export Machine in Willich

### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1571231

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 12:03

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Overview

A leading manufacturer of weighing solutions and complete systems for the food and packaging industry, with over 100 years of expertise. The company develops and installs innovative technologies for food applications (fresh products, snacks, ready meals, frozen goods, pet food) and selected non-food sectors (pharmaceuticals, chemicals, plastics, metal parts).

#### Job Responsibilities

Handle machinery import processes, including preparation and verification of customs declarations using ATLAS.

Manage export and shipping operations for customers, including full export procedures and preparation of documents such as commercial invoices, packing lists, certificates of origin, and ATA Carnets.

Ensure compliance with Incoterms and contractual conditions throughout all shipping processes.

Coordinate and maintain regular communication with freight forwarders, customs brokers, and warehouses.

Record incoming and outgoing invoices and verify transportation and customs-related billing.

Manage and monitor machinery inventory and storage in internal and external warehouses, including conducting stock

checks.

Maintain and manage all relevant customs permits for imports and exports.

Arrange and manage insurance for machinery and spare parts.

Maintain master data, including HS codes, dimensions, weights, and export control information.

Classify goods for customs purposes, including assigning tariff codes.

Process letters of credit (L/C) for international transactions.

Communicate with customs authorities, international business partners, and institutions such as IHK and BAFA.

Provide support for trade fair preparations and activities.

Assist with main switchboard duties and general administrative tasks.

#### Job Requirements

Completed vocational training in trade and international business management or an equivalent commercial qualification.

Experience with ERP systems (preferably SAP) in areas such as purchasing, sales, and master data management.

Minimum of 3 years' experience in import (including customs classification) and export (including preparation of export documentation).

Strong written and spoken communication skills in German and English.

Proficiency in MS Office applications.

Additional language skills are a plus (e.g., French, Spanish, Japanese, Dutch).

#### Benefits

Salary: up to around 52.000 Eur p.a.

Permanent full-time contract (39 hours/week)

30 days of annual leave

Free employee parking directly at the office building

Capital-forming benefits (VWL)

Bicycle & e-bike leasing

Lunch subsidy in the form of meal vouchers

**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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