



PR/087319 | Sachbearbeiter (m / w / d) Zoll- und Import / Export Spare parts in Willich

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1571232

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 03:00

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

- Experience with ERP systems (preferably SAP) in purchasing, sales, and master data management.
- 2–3 years of experience in import (including customs classification) and export (including preparation of export documentation).
- Strong German and English skills and proficiency in MS Office.
- Technical understanding.
- 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

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Company Description