



PR/087523 | Logistics- & Distribution Coordinator (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1603018

Industry

Logistics, Storage

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

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Applicants must have a valid working permit in Germany or European Union

OVERVIEW

A Japanese forwarding company located in Düsseldorf is looking for Logistics- & Distribution Coordinator (m/f/d).

JOB RESPONSIBILITIES

- Order processing (allocation/dispatch from inventory) and all related follow-up task
- Obtaining price quotations for truck freight and purchasing freight capacity
- Booking trucking companies/carriers for transportation
- Inventory management

- Inventory monitoring and reporting to customers
- Verification and posting of incoming invoices
- Maintaining billing data and preparing outgoing invoices
- Correspondence with customers
- Managing customer and product master data in the warehouse management software
- Preparing for inventory counts and assisting with stocktaking (inventory audits)

JOB REQUIREMENTS

- High proficiency in **German (C1 or above)** and **English (B2 or above)** languages
- Proficient in using WMS (Warehouse Management Systems) and Microsoft Office
- Initial professional experience in logistics and freight forwarding is desirable
- Experience in customer contact and customer service/support
- Knowledge of freight forwarding and transport operations (Freight Forwarding)

BENEFITS

- Permanent employment with probationary period
- Salary up to 50,000 EUR (negotiable) divided in 12 monthly salaries with transport allowance (Deutschland ticket)
- 30-days paid vacation
- Working in an international environment with a global network

#LI-JACDE #countrygermany

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Company Description