

PR/086341 | Logistics Coordinator (m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1624023

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 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

COMPANY OVERVIEW
A Japanese electronic component manufacturer is looking for a Logistics Coordinator (m/f/d) in Munich.

JOB RESPONSIBILITIES
Order Fulfilment:

- Coordinate and monitor the order fulfilment process.
- Ensure accurate and timely processing of customer orders, including picking, and shipping.

Shipping and Receiving

- Oversee shipping and receiving activities, including samples deliveries.
- Coordinate with carriers and freight forwarders to schedule shipments.

Documentation

- Prepare and maintain shipping and export documentation.
- Ensure compliance with relevant regulations and standards.

Logistics Coordination

- Work closely with the sales team to coordinate order deliveries and address any logistics-related issues.
- Collaborate with headquarters or factories to optimize and make adjustment of the delivery schedule.

Customer Service

- Respond to customer inquiries related to shipping and delivery status.
- Address and resolve logistics-related customer concerns.

JOB REQUIREMENTS

- Previous experience in logistics, supply chain, or a related field
- Fluent in German and English verbally & written
- Ability to work in a team and strong communication skills
- Good MS Office skills, excellent Excel skills
- High level of drive and motivation

BENEFITS

- Versatile, exciting tasks and high growth potential of the company
- Challenging and responsible work in an international environment
- Family working atmosphere in the team
- 30 days holiday
- Company car for private use
- Home office possible
- Company pension scheme (BAV)
- Personal development opportunities

Apply online or feel free to contact me directly 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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Company Description