



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

### 募集職種

人材紹介会社

ジェイ エイ シー リクルートメント ドイツ

求人ID

1571232

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2026年02月17日 02:00

### 応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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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#### 会社説明