



Specialized purchasing company  
leading the industrial materials market  
**SERVEONE**

## JOB OFFER

### **JUNIOR IMPORT AND EXPORT SPECIALIST**

#### **YOUR RESPONSIBILITIES:**

- System administration of Import & Export (SAP)
- Management of shipment report on a daily basis
- Scheduling Import & Export delivery plan
- Import & Export monthly settlement
- Contact with custom agency, forwarder and overseas vendor & customer
- Cooperation with carriers and shipping companies

#### **WHAT WE OFFER**

- Option to choose one of the variants of starting work 7.00AM, 8.00AM or 9.00AM
- Stable employment in dynamic multinational environment
- Private medical care
- Multisport card
- Friendly work environment and team-work oriented culture
- Internal celebration initiatives and integrational events

#### **OUR REQUIREMENTS:**

- Basic knowledge of Polish Import & Export Law
- Microsoft Office knowledge (especially Excel) used in practice
- Ability to work with deadlines
- Attention to details and excellent work organization
- Focus on internal customers and teamwork
- Excellent communication and interpersonal skills
- Understanding about other cultures
- English knowledge used in practice



IF YOU ARE INTERESTED PLEASE CONTACT US! 539-693-101

