



IT SERVICES

EVERYWHERE

hemmersbach
CREATE TRUE SERVICE

Hemmersbach specialises in providing cross-border infrastructural services for the information technology (IT) industry. With more than 2,000 permanent employees in 34 subsidiaries we offer our services in over 190 countries worldwide.

For our Supply Chain Management Team we are seeking the following:

SCM Service Administrator in transport department

**Would you like to develop in transport/logistics but do not know
where to start?**

Start at Hemmersbach !

Your main responsibilities:

- Organizing shipments and managing shipment details,
- Contacting our daily transport suppliers,
- Working with our internal warehousing tool,
- Processing transport orders for global material flow,
- Creating and updating excel reports with spare parts data,
- Issuing invoices,
- Execute other general administrative tasks,
- SLA monitoring
- Communicating with our departments from other countries,
- Creating transport companies network worldwide.

Our requirements:

- Good **English** is a must,
- MS Office – **with special emphasis on Excel** – used in practice,
- Creative and well-organized person,
- Good analytical and communication skills,
- Ability to work on numerous tasks simultaneously,
- Flexibleness.

Would be an asset:

- Experience in transport field,
- Experience with parcel shipments
- Knowledge of IT services.

We can offer you:

- All necessary trainings to prepare you for the position,
- Stable work in international, flexible and opened company,
- Permanent support in daily tasks,
- Wide range of trainings and personal development – new tasks,
- Interesting international projects,
- Welcoming and friendly work environment within young team,
- Multisport and medical care package.

Would you like to join our team? Please send your CV in English or German:

Jobs.2478@hemmersbach.com

Please add a statement: „Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb rekrutacyjnych Hemmersbach Central Support Sp. Z o.o., Sp.k. (zgodnie z Ust. z dn. 29.08.1997r. o Ochronie Danych Osobowych, Dz. U. nr 133 poz.883).”

We kindly inform you that we will contact only with the selectes candidates.