



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.