



AMPLIFY OUR TEAM

Employee in Internal Service & Logistics (m/f)



We offer:

- A long-term professional perspective in a constantly growing company
- A convenient work environment with optimum conditions for your career
- A responsible task with appropriate creative potential
- An attractive salary, and a structured job training

Your profile:

- Training in the commercial sector
- Several years of professional experience in internal service, and ideally also in mechanical engineering
- Ideally, expertise in export management (customs, BAFA)
- Skills in dealing with ERP systems
- Numeracy and good analytical understanding
- Good verbal and written German language skills
- Willingness to assume responsibility and contribute your own ideas to the job
- Goal-oriented and systematic approach to work
- Teamplayer with a strong customer focus

Your Tasks:

- Logistics planning: coordinating export and import processes in cooperation with internal specialist departments
- Coordinating and negotiating packaging and transport with external logistics partners
- Managing customs clearance for outgoing goods: tariffing goods for export and import customs clearance, obtaining export licenses
- Obtaining and checking receipts
- Processing statistical reports on foreign trade statistics
- Conducting checks regarding sanction lists and terror lists
- Advising employees on shipping and customs issues in the project phase

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3D-Micromac AG is the industry leader in laser micromachining. We develop processes, machines and turnkey solutions at the highest technical and technological level. Our aim is to provide superb customer satisfaction even for the most complex projects.

3D-Micromac delivers powerful, user-friendly and leading edge processes with superior production efficiency. These proprietary technology innovations are now readily available on a worldwide scale.