



Employee **warehouse administration** (m/f/d)

Who we are: We are a special machine manufacturer based in Chemnitz and have specialized in innovative complete solutions for quality inspection. We carry out the entire development process for the systems in-house - from brainstorming to construction and production to on-site commissioning. Our customers are well-known, global companies from all areas of industry. We continue to grow and we are looking for you as a:

employee **warehouse administration** (m/f/d)

Your tasks:

- Acceptance and control of incoming goods and accompanying documents
- Checking incoming goods for correctness and completeness
- Provision of all necessary components for the assembly team
- Picking of goods based on stock pick slips and parts lists
- Goods storage and retrieval according to the FIFO principle
- Carrying out inventory checks, securing and adjusting stock levels
- Support in complaint processing
- Assistance in carrying out inventories
- Loading and unloading of trucks as well as internal transport of goods
- Interface between purchasing and production

Your qualifications:

- You ideally have training as a warehouse logistics specialist (m/f/d) or warehouse clerk (m/f/d) or comparable expertise
- an independent, structured and conscientious way of working
- flexibility, organizational skills and the ability to work in a team
- secure EDP user skills (MS-Office, ERP system)
- forklift license desirable, but not a requirement
- Class 3 or B driver's license
- very good knowledge of German
- technical understanding would be an advantage

You can count on:

- Open-ended employment relationship with attractive pay
- Flexible working hours
- 28 days annual vacation + knockout days rule in the event of illness
- Pleasant working atmosphere, short decision-making processes in a familiar environment
- Motivated, experienced and innovative team
- Modern working environment
- Additional social benefits (e.g. company pension plan, kindergarten allowance, ...)
- Regular employee events, fruit basket, flat rate drinks
- Free parking and good transport links
- Structured induction processes

Are you ready for this challenge? Then we look forward to receiving your application by e-mail to hr@brainware-solutions.de. If you have any questions about the job about your call under: 03722 50550-0.

We are looking forward to meeting you!