



## Commercial employee

### Dispatch Department (m/f/d)

**WHO WE ARE:** We are a steadily growing special machine manufacturer based in Chemnitz and have specialized in innovative complete solutions for quality assurance. 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 large, global companies from all areas of industry. We continue to grow – for this we need you as:

### **Commercial employee** – *Dispatch Department (m/f/d)*

#### **YOUR TASKS:**

- Preparation of dispatching documents and accompanying documents (e.g. delivery notes, packing lists)
- Preparation of customs declarations
- Processing of national and international dispatch orders
- Close coordination with freight carriers
- Completion of general commercial activities
- Data maintenance in our commercial systems

#### **YOUR PROFILE:**

- Completed training in the areas of industry, foreign trade or another business background
- Initial experience in the field of export and customs clearance is desirable, but not a requirement
- Good to very good English skills, both written and spoken
- Good computer skills
- Independent and structured way of working
- Friendly and confident appearance

#### **YOU CAN COUNT ON:**

- open-ended employment relationship with attractive pay
- flexible working hours in flexitime
- 28 days annual vacation + knockout days rule in the event of illness
- attractive working atmosphere and short decision-making paths
- modern working environment
- additional social benefits (e.g. company pension scheme, kindergarten allowance, ...)
- regular employee events, fruit basket, free drinks
- free parking and good transport links
- structured onboarding processes

#### **ARE YOU READY FOR A NEW CHALLENGE?**

Then we look forward to your application by email to [hr@brainware-solutions.de](mailto:hr@brainware-solutions.de). If you have any questions about the job, we look forward to your call on: +49 3722 50550-0. **We are looking forward to meeting you.**