



OLBRICH

The self-set demands on our work are high – for we rank among the best worldwide in our sector. We owe this above all our highly qualified employees and engineers who daily realize innovative lines for the production of wallpaper, floor coverings, films/foils and technical textiles.

To strengthen our team at our location in Bocholt, we are looking at the soonest possible date for an

EXPORT SPECIALIST (m/f/d)

for our Service Department

Your Tasks

- Responsibility for order processing in the export sales back office
- Customer service in day-to-day export business
- Transport organization (regular contact with forwarding agents)
- Preparation of export documents and completion of formalities, etc. (Intrastat)
- Organizational and administrative tasks in the back office
- Processing of complaints
- Multilingual correspondence
- Reviewing contracts and ensuring correct implementation in relation to exports
- Active support of the office and field staff
- Master data maintenance

Your Profile

- Commercial education
- Continuing education as a foreign trade specialist
- Several years of experience in foreign trade and customs law
- Several years of experience in the processing of export orders for all modes of transport
- Experience in handling known consignors
- Dangerous goods knowledge is an advantage (ADR, IMDG, IATA)
- Good knowledge of German and English, other languages are an advantage
- Good IT user skills (MS-Office, ERP systems) and high IT affinity

You can expect a diversified range of tasks with a wide range of creation and development possibilities. We look forward to receiving your informative application documents (.pdf document) stating your salary expectations and the earliest date you could start.