

FULL TIME / ESCHWEGE

Dispatch Clerk (m/f/n)

PRÄWEMA Antriebstechnik GmbH is an internationally active mechanical engineering company based in Eschwege in North Hesse. We are part of the DVS TECHNOLOGY GROUP and develop and produce machines for the machining and manufacture of gears, synchronous parts and vehicle transmission shafts. Thanks to our customer-specific solutions, the extraordinary precision of our machines and the know-how of our approx. 300 employees, we are the market and technology leader in the field of gear honing. Machines are our products, people our potential.

Your tasks, among others:

- ✚ Preparing shipping documents, accompanying documents, packing lists in German and English
- ✚ Obtaining, comparing freight prices and commissioning freight forwarders and courier services for national and international shipments
- ✚ Accounting recording of incoming and outgoing goods
- ✚ Active shipment tracking and communication with customers

Your profile:

- ✚ Completed commercial training
- ✚ Knowledge of freight forwarding and international transport business
- ✚ Knowledge of the German customs system
- ✚ IT affinity
- ✚ Ability to work under pressure, stress resistant and flexible
- ✚ Ability to work in a team and reliable
- ✚ Very good knowledge of German and English

What we offer:

- ✚ 35 hours weekly working time