

## **Specialist (m / f) in the field of import & export, purchasing and sales**

Kleewind GmbH is an up-and-coming start-up company in import and export headquartered in Berlin. We are looking for you as soon as possible to support us in our daily international business in import and export.

Your tasks:

- Organization and planning of goods and logistical services, as well as independent processing of worldwide imports and exports of conventional and certified goods:
- Inspection, compliance and processing of orders in accordance with customs and export regulations, packaging and shipping guidelines, security guidelines and deadlines
- Provision of all shipping documents such as invoices, material and packing lists, forwarding orders and certificates of origin
- Creation of export documents based on letters of credit and customer requirements
- negotiation, disposition and organization of transport and logistics services
- Price calculation with subsequent offer submission for service providers, manufacturers, suppliers and customers
- Independent contract negotiation and enforcement of optimal price and delivery conditions
- Establishment and expansion of existing and new business relationships
- Organization and control of deliveries in Germany, Europe and worldwide
- Processing of customer projects in the field of export processing
- Check the forwarding invoices and assign them to the payers

Your qualifications:

- Successfully completed commercial training or comparable qualification
- Several years of professional experience in a comparable position (ideally in the import / export process)
- Desirable but not mandatory knowledge in the field of raw materials cosmetics
- Very good knowledge of spoken and written English is mandatory
- Further foreign language skills are an advantage
- Secure use of the MS Office package

Personal skills:

- Strong service and customer orientation
- Teamwork and good communication skills
- Strong problem-solving orientation and stamina
- Structured, autonomous and goal-oriented way of working

The Kleewind GmbH offers you a wide field of autonomous and varied activity with flexible part-time work (25-30 hours) and appropriate remuneration.  
Have we piqued your interest? Then send us your informative documents including salary requirements and possible start to [Daniela.Berg@Kleewind.com](mailto:Daniela.Berg@Kleewind.com).

Of course we treat your documents confidentially.