

EMPLOYMENT OFFER

SEARCHING FOR A POSITION IN LOGISTICS AND OPERATIONS FOR A FRENCH/BELGIUM COMPANY SPECIALIZED IN INTERNATIONAL REMOVALS

(Position to be taken as soon as possible)

Responsibility:

You will be in charge for:

- ✓ Opening customers files
- ✓ Entering the data into our informatic system
- ✓ With the sales arranging the operations for the moves,
- ✓ Arranging parking permit, collecting documents for the export/import customs clearance
- ✓ Placing freight orders for road / sea / air transportations
- ✓ Administration for import/export sea containers and airfreight
- ✓ Opening of claim files with our insurance broker
- ✓ Ensure customer relations and satisfaction in English – Hungarian

The position gives an important liberty of action and demands autonomy.

Our customers are mainly foreigner working for the private or public sector.

We are looking for a new colleague to accompany us in our development and the opportunities are important.

Your Profile:

The position requires a good general of education; ***however, the diploma is not the major criteria of the recruitment.***

Selection will be made based on the candidate's approach to work, personal dynamics and language skills.

We are looking for a long-term, full-time person (40 hours per week) as from now. If the candidate is still in university, then ideally at the end of his/her studies.

Required skills:

- Hungarian fluent or mother tongue.
- English fluent (oral, reading, writing)
- French intermediate but not compulsory

- German (in option)
- Knowledge of excel and word
- Excellent problem-solving skills and ability to take decision
- Customer care oriented
- Great working capacity
- Good communication skills.
- Autonomy

Other information:

- If you are interested in above position, kindly send your CV to fc@putters.hu

Rest assured that your personal data will be treated in professional and confidential manner.

Sector(s):

- **Logistics**
- **Operation**
- **Coordination**

Town: Budapest (XIII)