



Yusen Logistics (Hungary) Kft. is a very dynamic, multinational logistic service provider. In order to professionally strengthen our team we are seeking a candidate for the position below in our branch office (Speditiionsgeb. Obj. 263/3, 1300 Wien (Schwechat airport), Austria):

### **FREIGHT FORWARDING COORDINATOR**

#### **Main duties**

- Tracking and tracing air import shipments
- Import/export cargo handling
- Preparing documentation for import customs clearance procedure and coordinating house deliveries
- Keeping contact with customers, subcontractors
- Issuing freight invoices, controlling incoming invoices
- Administration
- Ordering/Booking customs broker, service providers like truck, airport warehouse, forwarder, shipping line, co-loader and etc.
- Supervision cargo
- Correspondence with customers and colleagues all over the world
- Controlling process

#### **Procurement support**

- Searching/Investigating local service providers
- Checking quality of local service providers
- Evaluating local service providers

#### **Requirements**

- Fluency in German (native level) and English
- experience in logistics, mainly freight forwarding
- MS Office knowledge (Word, Excel, Power Point)
- Good problem solving skills and leadership
- Very good communication and negotiation skills
- proactivity, drive for continuous improvement and strong communication-, analytical-, problem solving and organization skills
- ability to work in team and independently
- accuracy, flexibility, reliability, well-organized
- Motivated, Responsible, Cooperative, Flexible personality

If you are interested in this opportunity please send your CV to the following address:

e-mail: [hr@hu.yusen-logistics.com](mailto:hr@hu.yusen-logistics.com)

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