



We are neither small and fine nor large and immobile. We are the right size for business with the pharmaceutical, animal feed, food and nutritional supplement industries and we know where we want to go. A motivated crew and an experienced skipper keep us on course; first-class products provide plenty of tailwind and get us moving.

To strengthen our crew, we are looking for a full-time or part-time

## **Commercial employee (m/f/d) for the internal service including order processing**

### **Your tasks in brief:**

- Recording of orders and order processing using ERP
- Tracking and deadline tracking of orders and projects
- Communication with customers and suppliers in an international environment
- Preparation of export and customs documents in cooperation with external service providers and organization of import and export shipments (land / air / sea)
- Obtaining freight offers, transport organization
- complaint processing
- Collaboration on projects and special topics
- review of quality-relevant documents
- sales support

### **Our expectations:**

- You have completed commercial training with a focus on foreign trade, shipping or forwarding company and have professional experience in order processing
- You are characterized by a structured and punctual way of working as well as a high level of customer orientation, Teamwork, flexibility and organizational talent
- You have good written and spoken English skills
- You are familiar with ERP systems and common MS Office applications (Word, Excel, Outlook)
- Ideally, you have knowledge and experience in the pharmaceutical sector (GDP, GMP)

### **What we offer you:**

- Flat hierarchies, fast decision-making processes
- Attractive salary package and above-average additional benefits
- training opportunities
- 30 days of vacation for full-time employees
- Home office options within the framework of the current company regulations
- Modern Workplace
- Free parking
- Regular team events

Otto Brandes GmbH offers you a wide range of tasks in an international company, with good professional and personal development prospects. Interesting and challenging work awaits you in a team of experienced professionals. Of course, you will be trained and inducted by the crew.

Do you want to join us and get on track with us? Then please send your detailed application documents, stating your desired salary and your earliest possible start date, to: [personal@otto-brandes.de](mailto:personal@otto-brandes.de)

**APPLY HERE**

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