



## Order Management & Export Specialist With English and French

Clariant Plastics & Coatings (Polska) Sp. z o.o. [więcej](#)

 Łódź, łódzkie

 Specjalista

 2017-01-08 do końca 25 dni

### Order Management & Export Specialist With English and French

Clariant is a globally leading specialty chemicals company, based in Muttenz near Basel/Switzerland. On 31 December 2015 the company employed a total workforce of 17 213. In the financial year 2015, Clariant recorded sales of CHF 5.807 billion for its continuing businesses. The company reports in four business areas: Care Chemicals, Catalysis, Natural Resources, and Plastics & Coatings. Clariants corporate strategy is based on five pillars: increase profitability, reposition portfolio, add value with sustainability, foster innovation and R&D, and intensify growth.

#### Requirements:

- Experience in customer service desk (is a must)
- Knowledge of SAP (is a must)
- Knowledge of SAP SD would be an advantage
- Experience in logistic, export or supply chain area would be an advantage
- Basic knowledge of accounting would be an advantage (Accounts Receivables)
- Minimum certificate of secondary education (preferably an University degree)
- Highly developed interpersonal skills
- Strong motivation to work
- Knowledge how to set priorities
- Ability to work under pressure
- **English and French fluent**
- Excel, Word and Outlook professional working competency, CRM tools would be an advantage

#### We offer:

- A rewarding challenge to develop skills in the financial area
- Unique opportunity to have a substantial impact on transition process
- An opportunity to be part of a team with great enthusiasm for the business and for delivering top class service
- Work with talented and highly professional colleagues, in a culture that is collaborative, respectful and committed to your professional development
- Career development within our organization
- Benefits such as gym membership, private health care

**Responsibilities:**

Order Management & Export Specialist will be responsible for comprehensive customer service including managing export of ordered goods and materials.

**Specific tasks:**

- Contact with the customer - collection of orders
- Assisting customers in solving problems and incidents
- Answering customers' related unpaid invoices queries
- Plan, execute, coordinate & optimize daily export
- Create SAP orders, including transport with necessary shipping instructions
- Create and distribute the complete set of shipping documents: packaging lists, delivery notes, invoices
- Monitor timelines throughout the transport planning, loading and execution process including shipment tracking
- Act on delays - provide issue solution, give feedback on transport order status
- Perform claim management through the internal Quality Notification System
- Perform freight invoice verification and freight cost control
- Taking care of good relations with the customer (respond to enquiries and orders, complaints, giving feedback to customers) and maintaining positive relations with internal Clients.
- Coordination of proper documents and information flow between factories (headquarter and branch);
- Cooperate with Purchase Managers and Acting as local interface to sites/ warehouses, customs authorities and transport providers

If you are interested in this position please send your Curriculum Vitae in English by clicking application button below.

We reserve the right to contact only selected applicants.

Please include the following passage into your application: "I hereby agree for my personal data, included in my job application, to be processed in line with the needs of recruitment, in accordance with the Law on Personal Data Protection of 29 August 1997 (Law Gazette from 2002, No.101, heading 926, as amended)."





