

Logistics specialist in production

ID tag	7800
region	Central Bohemia
location	Rudná u Prahy
accommodation	not provided
job description	Administrative and organizational tasks with shipments of finished products for customers in the EU - planning, analysis, data, communication with drivers and customers, but also the mother company in the U.K., preparation of packaging and the shipment itself. You will also be partially assisted on site with packaging and shipping as needed - we will teach you how to handle storage technology.
responsibilities	work on PC and with phone preparation of all documents for shipment of products communication with drivers and customers manual loading preparation - handling equipment
we require	advanced English - daily communication with people from U.K. and the EU ability to basic communicate with Czech/Slovak/Ukrainian production operators work on PC - emails, Excel, databases phone communication in English
we offer	35.000,- CZK per month gross extra money for weekends and holidays following Czech labor code long-term and stable cooperation for a British company shifts 14:00 - 22:00h, Monday to Sunday, alternation with a colleague every other day public transport from metro B Zličín, bus no.380 to the stop "Rudná, Hewlett Packard", weekdays every 30 minutes, weekends every 60 minutes
Randstad contact details	+420 778 532 155, jan.zimmel@randstad.cz communication in English