



PICOQUANT

Import/export clerk (m/f/d)

To strengthen our shipping department, we are looking for a dedicated and open-minded employee (m/f/d) in part-time **(30h/week)**.

Your future tasks include:

- Responsibility for the import and export processes under customs and foreign trade law
- Independent organization of the entire import and export process, including preparation and procurement of all necessary documents
- Monitoring the timely and proper processing of import and export shipments
- Cooperation with customs authorities, courier services and forwarding agencies
- Tariff classification of goods groups according to customs regulations
- Coordination of logistical processes in preparation for the shipment of goods
- Invoice preparation and booking

Your profile:

- Completed commercial training or completed business studies
- Several years of professional experience in the field of customs clearance for import and export
- Confident handling of the IT procedure ATLAS and the tariff classification of commodity groups
- Up-to-date knowledge of customs and foreign trade law, routine handling of Office, experience with merchandise management systems
- Independent and flexible way of working in a team
- Good to very good knowledge of the German and English language

Your benefits:

- Permanent employment contract with flexible working hours
- Possibility of mobile working
- Secure job in an industry with a promising future
- Active health management with sports and massages in-house
- Very good work-life balance with consideration for private circumstances
- Individual training and promotion of professional development
- Good transport connections and subsidy for job ticket - for the sake of the environment
- Company pension plan incl. employer subsidy and much more

Have we aroused your interest? We look forward to receiving your application via our website <https://www.picoquant.com/careers>

PicoQuant is an owner-managed, internationally active high-tech company dedicated to the development and manufacture of devices for electro-optical measurements. Our dynamic team comprises around 100 people from a wide range of professional, scientific and engineering backgrounds. As a company, we offer high-quality products as well as future-proof jobs that are as individual as our customers and employees.

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