



Operations Executive - Air Freight (f/m/d)

Job Description

About Logistics4Pharma:

Logistics4Pharma offers highly customized cold chain logistics warehousing and shipping solutions for demanding pharmaceutical customers looking to work with logistics partners adhering strictly to Good Distribution Practice (GDP). We are based in Frankfurt, Germany near FRA Airport and manage our own warehouse and fleet of vehicles.

What we offer:

- Permanent employment contract and long-term development prospects
- Attractive fixed salary
- Creative freedom, flat hierarchies and fast decision-making processes
- Challenging tasks/projects combined with a high degree of personal responsibility
- Collegial working atmosphere in a motivated team with room for ideas and exchange of ideas

What we are looking for:

We are strengthening our successful team in Frankfurt and are looking for a full-time Operations Executive (f/m/d) for a permanent position. The holder of this position must ensure that he/she develops and establishes meaningful and trustful interactions with L4P customers by managing all their shipments with a special focus on airfreight. This included planning, executing and overseeing all administrative aspects of the shipment.

Task Description:

- Disposition and handling of export shipments with a special focus on airfreight
- Obtaining specific offers for transports/connecting transports and organizing the same
- Preparation of quotations, outgoing invoices and customs documents
- Control all of incoming invoices
- Oversee all correspondence and coordination with customers, foreign partners/agents and other contractors/service providers

Required skills and abilities:

- At least 3 years' experience in the field of logistics and in particular airfreight export
- PK6 Dangerous Goods training desirable
- Advanced MS-Office skills
- Excellent organizational skills and attention to detail
- Committed team player
- German mother tongue and business fluency in English.
- University degree or successfully completed apprenticeship ideally in forwarding and logistics field or comparable

If you are interested please don't hesitate to contact our reference person Julius Graf von Pfeil for further questions. Your application is to be sent to infofra@logistics4pharma.de in PDF format.