

## **EXPORT CLERK (M/F)**

### THE COMPANY

Based in Berlin-Tempelhof Hoffmann Dental Manufaktur GmbH is a specialist for luting and lining cements on zincphosphate base. Since 1892 our company produces materials for dentists and dental technicians. Export reaches more than 50 countries. Our international sales team is made up of various sales roles, all involved in building and supporting our dealer network worldwide.

### YOUR ROLE

- liaising with clients taking and processing orders
- informing clients of order and shipment status
- preparing paperwork for customs (AE, Eur1, ATR)
- generating shipper's declarations etc. for dangerous goods (air, sea, road)
- dealing with letters of credits
- undertaking basic research work on specific country markets
- assist marketing with logistics of trade fairs etc.

### EDUCATION AND EXPERIENCE

- accomplished vocational education as or equivalent to Außenhandelskaufmann, Exportkaufmann
- bilingual German/ English
- a good command of a third language would be advantageous
- ability to produce letters and other correspondence to a high degree of clarity and accuracy
- computer literate with basic keyboard skills
- numerate, with good written and verbal communication skills
- methodical approach to problem solving and task prioritisation
- self confident, self-motivating and able to work with minimal direction
- able to work as part of a team
- Knowledge of different (business) cultures esp. Middle East knowledge would be a great advantage

If you have a flexible approach, with willingness to work as part of a team send us your CV in either German or English. Please provide a brief summary in English of any relevant skills/ experience you may have for this position.

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