

DATA ENTRY

Wuppertal Germany

Job description

Coordination between CDX, suppliers and 3LP.

- Contact suppliers request deliveries,
- Quote airfreight cost
- Get promise dates
- Booking of container shipments on HapagLloyd and DHL site.
- Control 3LP invoices
- Receiving and transferring of shipments (in system)
- Check shipment discrepancies after arrival in destination
- Expedite material (ahead and/or behind schedule) for customers under the conditions of time restraint, cost and supplier lead time.
- Insure that milestones are obtained from the suppliers for items with six (6) or more delivery time.
- Secure timely delivery from vendors.
- Resolve shipping discrepancies within three (3) days.
- Provide necessary paperwork and information to cross material, including packing slips, invoices, MSDS, freight bills, certificates, etc.
- Run open order report and guarantee all promise dates are currently in the system

Grupo Condumex is a highly diversified corporation committed to the design, manufacture and distribution of high quality products and services. Condumex started operations in 1954 as a small manufacturer of electric conductors and has grown and diversified to become one of Mexico's leading industrial companies. We are a world-class industrial corporation and are integrated by more than 30 companies. We provide a direct labor source for almost 18,000 people.

Job Type: Full-time

Salary: €18,000.00/year

Please note this job description is not designed to cover all responsibilities.

Please send your resume to: sandra@condumex.com

Or apply via LinkedIn at:

<https://www.linkedin.com/jobs/view/810925079/>