

For our client, a leading trader and provider of raw materials and services in Zurich, we are looking for a

Manager Middle Office / Logistics

You should be a young professional with at least 2-3 years' experience in logistics, preferably global container freight.

Responsibilities:

- Organizing the transportation of goods between our customers and suppliers globally
- Negotiating rates/freights and optimizing logistical flows to improve of a trade
- Issuing customer documentation according to contractual and legal requirements
- Updating internal sales/trading-systems on a regular basis
- Further develop analysis and reporting tools around logistics
- Identifying process potentials, working out and implementing solutions to continuously optimize our Middle Office's performance
- Constant communication with customers/suppliers regarding shipments/documentation
- Close cooperation with the trading department to ensure smooth contract execution

Desired Skills & Experience

- Experience in logistics & administration is a must
- Vessel Chartering / Laytime calculations
- Bulk Materials / Bulk shipping
- Containerized freight knowledge
- Contacts within the Container market / shipping lines
- Working knowledge of shipping documentations / procedures
- Experience with letters of credit (L/C's) is a plus
- Excellent computer skills, especially in Excel
- High service orientation
- Attention to detail
- Quick grasp, works well under pressure and is a proactive thinker
- Service oriented

Our client offer a dynamic, innovative and challenging environment. He ask for a high flexibility from you and in return offer a high degree of autonomy.

We are seeking for the most talented professionals and are looking forward to receiving your application and CV with picture. Please send all documents to: Monika Zanella, MZ Personalberatung, Industriestrasse 7, 6301 Zug, info@mz-personal.ch