

IMPAG is a renowned, internationally active trading and service company with headquarters in Zurich and further subsidiaries in Germany, France, Austria, Poland and Spain. To strengthen our team of the Customer Service Department in Warsaw, we are looking for a



Customer Service Representative

Place of work: Warsaw

Your responsibilities:

- completing fulfillment of orders throughout the entire supply chain
- handling sales and purchase orders for both domestic and foreign trade partners
- monitoring and optimization of stock availability
- close cooperation with logistics operators and transport companies
- working in the internal ERP system
- completing customer orders after invoicing and calculating final costing
- regular contact with our customers, suppliers and international service partners
- close cooperation with other departments of the company, also at the international tier

Our requirements:

- native or excellent command of the Polish language
- good command in spoken and written English – German and/or other language skills would be an advantage
- knowledge of supply chain processes and operations
- understanding of order fulfillment and data management processes;
- experience (min 1 year) in a similar position
- satisfaction and experience in dealing with customers
- independent, efficient and proactive way of working with good organizational skills
- creativity and pragmatism as well as the ability to keep a cool head even in hectic situations
- good PC skills (working knowledge of MS Office package) as well as ERP system experience

We offer you:

- a friendly and pleasant working atmosphere
- an interesting work in an international, dynamic and motivated team
- stable job based on employment contract
- support in implementation to work
- high autonomy and independence
- short communication and decision-making channels
- a possibility for personal and professional development within our company in Poland as well as within our international group
- additional social benefits

Are you excited about this interesting new challenge? We look forward to receiving your application documents with photo by email to recruiting@impag.pl. The selected candidates will be contacted by 31 October 2023.

Please add a note: „Wyrażam zgodę na przetwarzanie moich danych osobowych przez IMPAG Chemicals Poland Sp. z o.o w celu prowadzenia rekrutacji na aplikowane przeze mnie stanowisko. Jednocześnie wyrażam zgodę na przetwarzanie przez IMPAG Chemicals Poland Sp. z o.o danych osobowych zawartych w moim zgłoszeniu rekrutacyjnym dla celów przyszłych rekrutacji.”

contact

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