

Shipping Responsible

Ihre Aufgaben

Responsible for the booking of freights (truck, sea, air) and for the preparation of the shipping documents (B/L, AWB, Invoices and Packing Lists)

Responsible for the carrier portals (Registration of the shipments/ Responding according to the daily deadlines)

Responsible for organizing special freights

Responsible to check the best transportation options according to Continental regulations

Control that all booked shipments are picked-up by the end of every day

Choose the best option for transportation , based on requirements, Tender and Incoterms

Keep tracking the costs and the invoices from suppliers; request invoices and clarify them

Create accrual for the value of unreceive invoices

Provide all requested documents Handle and resolve inquiries via e-Mail and phone in a timely and accurate manner

Ensure an efficient communication with carriers, and other departments (Customer logistics, Warehouse, GBS, etc)

Update customer details regularly (Sharepoint, Portals)Implementation, monitoring and optimization of work instructions

Coordinate small projects/ Support projects

Coordinate creation of new forwarders into the system , together with PUR and implementation in SAP (together with Customer Logistics)

Follow measures to improve occupational safety

Complies with company policies, rules and regulations (e.g. working schedule, contract, quality management, health and safety, environment protection, fire prevention, data protection policy..)

Coordination and implementation of new standars in regard to shipping incl. the validation of them in cooperation with quality/CL and WH

Check and keep up-to-date the routes and transit time together with Customer Logistics team



Job ID
REF81961C

Arbeitsbereich
Logistik

Standort
Timișoara

Leadership Level
Leading Self

Job Flexibilität
Hybrid Job

Rechtliche Einheit
ContiTech Thermopol Romania S.R.L.

Ihr Profil

Qualifications

Logistics knowledge and experience (shipping/transportation)

Enforcement and communication skills

Fluent English skills

SAP knowledge

Regulations, standards and company policies

Incoterms

Unser Angebot

What we offer:

- **The 13-th salary** – Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Private Health Insurance** – Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** – Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits**- It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** – We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** – We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** – If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case by-case basis);
- **Extra vacation days** – You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and. We reward employees who reach 15 and 20 years within the company with another day of vacation, reaching a maximum of 29 days.
- **Transport from the Timisoara area** – You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

Ready to drive with Continental? Take the first step and fill in the online application.

Über uns

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.