

Backfill SAP S4 HANA - Customer Logistics AOE CTTR

Vaše náplň práce

Order Processing and Customer Service:

- Ensure complete order acceptance, processing, and delivery to international customers
- Monitor order entry and create orders in the system
- Coordinate special freights and daily delivery dates with customers, production, demand planning, and sales teams
- Allocate available stock to orders efficiently
- Create, review, and submit standardized documents (e.g., order confirmations, back-order overviews)
- Process customer enquiries and requirements through various channels, including customer web portals
- Handle and resolve customer enquiries via email and phone in a timely and accurate manner
- Provide outstanding customer service to improve customer satisfaction and relationships
- Update customer details regularly in SharePoint

Logistics and Documentation:

- Ensure daily and timely transmission of incoming EDI messages
- Guarantee accurate and punctual transmission of Advanced Shipping Notices (ASNs) to customers
- Coordinate with forwarders, warehouses, and dispatching departments for efficient communication
- Implement and test new EDI connections in cooperation with IT (for incoming orders and ASNs)
- Manage claims in collaboration with Quality Assurance/Quality Management teams, including claim reports and follow-up procedures

Process Improvement and Compliance:

- Implement, monitor, and optimize work instructions for the logistics department
- Coordinate small projects and support larger logistics initiatives
- Develop and follow measures to improve occupational safety in the logistics area
- Comply with company policies, rules, and regulations (e.g., working schedule, contract terms, quality management, health and safety, environmental protection, fire prevention, data protection policy)
- Participate in continuous improvement efforts for logistics processes and customer service standards

Collaboration and Communication:

- Work closely with internal departments such as sales, production, and IT to ensure smooth order fulfilment
- Liaise with external partners, including freight forwarders and



ID pracovní pozice
REF93012K

Obor
Logistika

Lokalita
Temešvár

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Hybridní práce

Právnícká osoba
ContiTech Thermopol Romania S.R.L.

- customs agencies, to facilitate efficient international shipments
- Prepare and present regular reports on logistics performance metrics and customer satisfaction levels
- Contribute to team meetings and brainstorming sessions to identify areas for improvement in logistics operations

Professional Development:

- Stay updated on industry trends, best practices, and emerging technologies in logistics and supply chain management
- Participate in relevant training programs to enhance skills in customer service, logistics software, and international trade regulations

Váš profil

- Successfully completed studies in logistics, supply chain management, business administration or a related field, or successfully completed commercial training
- At least 1 year of professional experience in the area of SCM / Customer Service (order processing)
- First experience with international customers
- Fluent in English, both written and spoken
- Proficiency in Microsoft Office suite, particularly Excel for data analysis and reporting
- Experience with Enterprise Resource Planning (ERP) systems and Electronic Data Interchange (EDI)
- Analytical and problem-solving skills with attention to detail
- Excellent communication and interpersonal skills for effective customer service
- Ability to work in a fast-paced environment and manage multiple priorities
- Knowledge of international trade regulations and customs procedures
- Familiarity with logistics and transportation management systems
- Strong organizational skills and ability to meet deadlines
- Adaptability and willingness to learn new technologies and processes
- Team player with the ability to work collaboratively across departments

Co nabízíme

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O nás

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