

# Operations Assistant



Our company has been on the market for more than 20 years. We deal with processing customs documents in 7 Czech and 11 foreign branches including Bucharest, Szczecin and Manchester, so we aren't a small company any more. We've been on the Polish market since 2013 and our infrastructure here consists of 4 branches – Warsaw, Szczecin, Przemysl and Korczowa. Our clients are companies of various types which we represent in customs proceedings. Currently, we're looking for somebody to work as a Operations assistant who will help us take care of our customers.

**This position is suitable for graduates without experience.  
It is possible to start immediately or by negotiation.**

## **Job description:**

- daily administrative work with customers and handling of shipments;
- collecting of documents needed for customs clearance and agreeing details with forwarders and trucking companies
- data-checking in customs software; archiving;
- issuing and sending of invoices to accounting department and clients;
- individual projects to manage;
- communication with accounting department and preparation of reports;
- client reporting;
- debts collection;

## **We expect:**

- experience in administration is an advantage;
- basic computer skills;
- advanced knowledge of Excel;
- written knowledge of English language;
- experience in invoicing is an advantage;
- organizational skills in your own work;
- precision and responsibility;
- ability to work both in team and independently.

## **We offer:**

- Motivational salary;
- Additional bonuses based on performance;
- Possibility of training;
- Loyalty program;
- Medical care;
- Working location: Warsaw (Aleje Jerozolimskie 214, 02-486 Warsaw);
- Starting date: Immediately or by negotiation.

If you are interested, please send your CV to the email below. We will be pleased to give you more information during our in-person meeting.



**David Pospíšil**  
HR manager

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