
Grow with us.

The AUSTRIA JUICE Group, a Joint-Venture of AGRANA Beteiligungs-AG and Raiffeisen Ware Austria AG, is one of the most important global players in the food and beverage market and employs approximately 1,000 people at various production sites worldwide.

As a leading company in the industry, the AUSTRIA JUICE Group is appreciated by customers for its expertise in the development of innovative beverage concepts and high-quality food & beverage ingredients.

For **AUSTRIA JUICE Germany GmbH** with location in **Bingen am Rhein** (Germany), we are searching for a motivated personality to join us immediately as **full-time-employee**:

Central Services Professional (f/m/d)

Your responsibilities

- Support our team in the purchase of raw and auxiliary materials:
 - Coordination with suppliers
 - Contract creation, ordering, invoice verification
 - Stock accounting and monthly reporting
 - Customs correspondence and support of audits by the main customs office
- Management of incoming and outgoing goods:
 - Coordination with forwarding agents
 - Preparation of transport documents
- Administrative activities at our location
 - Telephone switchboard for AJG service customers
 - Preparation of customer stock lists
 - Checking and processing of all production and service orders incl. invoicing
- Supporting the Sales- and Controlling-Team:
 - Preparation of calculation requests
 - Preparation of monthly reports
 - Support with sales price calculations

Our package

- Diversified and interesting tasks as an allrounder in the commercial sector
- Cooperation in a dynamic team with possibilities for personal development
- Familiar and open company culture that fosters the personal initiative of each employee
- Full time job with 39 hours per week
- Fair salary package with benefits such as flextime, 30 vacation days per year, additional vacation pay and monetary employer subsidy for building loan contracts

Your profile

- Completed commercial training; preferably office clerk, industrial clerk, forwarding clerk or commercial management
- Ideally first work experience in a similar activity
- Confident handling of MS Office applications (especially Excel)
- SAP knowledge is an advantage
- Dedicated and service-oriented personality
- Knowledge in the area of customs clearance
- Excellent command of German and English, both written and spoken

Apply now!

Passion you can taste.

Kathrin Flatz

Human Resources Manager

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**AUSTRIA
JUICE**