

Shipping and Logistics Specialist

Description

Want to move forward? So do we!

JagoTech Paper has a mission: to sustainably reuse valuable raw materials and turn biopolymer-containing materials into paper. We are experts in high-tech, innovative, and sustainable papers. Nearly 200 years of combined production know-how enable us to realize individual projects.

We are looking for a dedicated **Shipping / Logistics Specialist (m/f/d)**.

Your tasks:

- Prepare shipping and customs documents
- Maintain and update shipping data
- Work closely with the internal sales team: process customer orders, handle customer inquiries, and follow up on quotations
- Monitor deadlines and track ongoing customer orders
- Create loading instructions, delivery notes, and packing lists
- Schedule trucks and containers
- Perform freight cost comparisons
- Ship samples
- Support reception

Responsibilities

- Successfully completed commercial training or comparable qualification
- Experience in shipping, customs, and export processing
- IT skills: MS Office and ERP systems
- Good German and English skills, both written and spoken
- Independent and structured working style
- Excellent communication skills

Qualifications

- A well-established market position in the specialty paper industry
- A motivated and experienced team with global experience
- An attractive workplace with good development opportunities
- Salary according to collective agreement, including holiday and Christmas bonuses
- 30 days of vacation
- Flexible working hours within a flexitime model
- Company pension plan
- Company health insurance
- Subsidy for the local fitness center
- Health-promoting activities
- Company events
- 38 hours per week
- Workplace: On-site

Job Benefits

Hiring organization

JagoTech Paper GmbH

Employment Type

Full-time

Beginning of employment

immediately

Job Location

Hoffnungsthal 3, 57610 Almersbach

Date posted

16. March 2026

- Company pension plan
- Professional development opportunities
- Company events
- Flexible working hours
- Flexitime
- Possibility to work from home
- Free parking

Interested?

Send us an email at personalabteilung@jagotech-paper.com

Phone: **02681/8002-34**