

# Here to move. As an Export Documentation Agent

At DB Schenker Global Business Services, you are a partner of accounting excellence and support activities for the international logistics team. A team that is part of a global logistics network that connects the world. With more than 76,000 colleagues worldwide, we welcome diversity and thrive on individual backgrounds, perspectives, and skills.

Here, we encourage you to actively shape your career in a solid organization and take part in designing new traditions. Together as one team, we are Here to move.

## Your tasks:

- Achieves individual and team objectives set by SLA (Service Contracts) and KPI (Key Performance Indicators)
- Submits customs relevant data / application for ocean consignments
- Prepares / verifies shipment documentation
- Sends bill of lading (B/L) transfer to the carrier
- Corrects, changes the B/L approval with the customer, carrier and bank
- Monitors vessel departure and updates TMS
- Exports pre-alerts and credit notes to network partners

## Your profile:

- Solid Logistics background with focus on ocean freight. Experienced with forwarding specific processes
- Experienced in MS Office (Excel, Word, Outlook etc.)
- Ability to work effectively in a customer driven environment, both individually and as a team player
- Self-motivated, enthusiastic, meticulous and result-oriented
- Fluent spoken and written English (academic qualification preferred)

## What's in it for you:

Our performance and productivity will be rewarded based on your achievements

The possibility to work from home and choose your starting time (between 8 and 10 am), because we know that productivity times are different

Food first, right? You can use your meal tickets card to a variety of food places and supermarkets

Trainings throughout your career evolution and a variety of projects that you can be involved in

Opportunity to shift your career across different departments

Activities that focus on creating a culture of comfort, happiness, and health (e.g.: movie nights, cultural days, social responsibility initiatives)

Send us your CV at: [ssc.career@dbschenker.com](mailto:ssc.career@dbschenker.com)