



**IMAGINE WORKING FOR A COMPANY THAT KEEPS THE WORLD IN MOTION.
JOIN OUR OPERATIONAL DEPARTMENT!
We are recruiting:**

Import Desk Agent **Otopeni, Cluj si Timisoara**

Main responsibilities:

- Send notifications to customers via e-mail / phone for the beginning of customs clearance process;
- Contacting customers and answering to their questions /requests related to Customs clearance paperwork;
- Contacting DHL origin offices regarding Customs clearance paperwork;
- Follow-up outstanding Held for Payment shipments;
- Assist in the daily administrative, operational functions of the department;
- Ensure that all the relevant information is updated in specific applications.

Requirements:

- Customer orientation;
- Very organized approach to work (able to set priorities and meet the deadlines);
- Good communication skills in both Romanian and English;
- Ability to work under stressful conditions;
- Good PC knowledge;
- Customs Clearance knowledge would be an advantage.

**If you are interested in this position, please
send your CV to the following email address:
ro_application@dhl.com**



CONNECTING PEOPLE. IMPROVING LIVES.