



**PORT OF KIEL**

## **WE WANT YOU: PORT OPERATIONS OFFICE CLERK**



We are looking for a clerk for our port operations office as soon as possible.

### **YOUR TASKS**

As an employee in port operations, you will be responsible for general port operations office activities, such as invoicing, budget monitoring and account assignment activities. You will also compile statistics and be responsible for the scheduling of port services and cruise ships. Your duties will also include supporting activities in train handling and, by arrangement, managing the emergency on-call service.

### **YOU HAVE**

You have completed commercial training in shipping, freight forwarding and logistics (or comparable) and are characterised by your very good knowledge of MS Office applications. Initial experience with Microsoft Dynamics NAV is desirable. You have a good command of German and English. You are in possession of a class B driving licence. An independent, structured and conscientious way of working is just as much a matter of course for you as your reliability and ability to work in a team.

### **WE OFFER**

You can expect an exciting and varied job in a permanent position with a direct view of the Kiel Fjord. You can look forward to a varied range of tasks and the opportunity to support our port operations office team with a great deal of personal responsibility. Whether it's the necessary further training measures, Corporate Health Management with various offers, benefit campaigns via Corporate Benefits or company fitness with Hansefit - you can look forward to a wide array of employee benefits!

### **CONTACT**

If we have sparked your interest, we look forward to receiving your application in PDF format with details of your earliest possible starting date and your salary expectations.

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