

## Logistics and Operations Assistant

### Albrecht & Dill Trading GmbH

Come work with us! We are looking for a Logistics and Operations Assistant to join our team in Hamburg, Germany (part-/full-time, min. 30 h per week, start February/March 2023).

Albrecht & Dill Trading GmbH is an international cocoa trading company based in Hamburg, Germany since 1806. The items we handle are cocoa beans, cocoa butter, cocoa liquor, and cocoa nibs. We operate worldwide and source largely our cocoa from developing countries and emerging economies. Thus, it is important to us to have a positive impact on the quality of life of cocoa farmers, as well as on the environment in countries of origin.

### Duties and responsibilities

In our Logistics and Operations team (5 colleagues) we ensure the documentation for our shipments and deliveries is being executed in a timely manner and according to Incoterms and trading rules. Our tasks include:

- Planning the use of our stocks in multiple warehouses in Europe
- Preparing and checking documentation for shipments all over the world for both purchase and sales (Bill of Lading, Certificates, Insurance, Invoices, Storage Orders, Storage Reports and Analyses.
- Instructing our warehouses for deliveries and releases within Europe and in the USA (Delivery Notes, Customs Clearance, CMRs, Tenders, Invoices)
- Negotiating and booking land freight with forwarders
- Invoicing our customers
- Keeping track of our stocks in Europe and in the USA

### Who are we looking for?

There's a lot of cocoa moving in many places at the same time, as a result we deal with a lot of information, and highly appreciate a systematic approach to work. Attention to detail, the ability to search and organize information, execute, prioritize, and follow up on tasks independently will go a long way. Having good teamwork, communication, and pressure handling skills are also valued. For all of the documentation we use cloud systems and 99 % of the communication with our business partners is done via email, for which good, solid IT skills are needed. We will provide you with a thorough orientation, will teach you all the required tasks, and will of course be there to help and guide you continually.

Our working languages are German and English. French and Spanish are considered a plus. Previous knowledge and experience in the cocoa industry and/or logistics would also be considered an advantage.

### To apply

Please send an email either in German or English to [slukkarila@albrecht-dill.de](mailto:slukkarila@albrecht-dill.de) and [phoffmann@albrecht-dill.de](mailto:phoffmann@albrecht-dill.de) with a CV, a short introduction of yourself and an indication of your desired salary. Please add "Logistics and Operations Assistant" in the subject line.

We look forward to hearing from you! A nice, friendly, multinational team at a prime location at the very center of Hamburg right next to the Alster awaits you.