

Rainer Naroska Engineering is a worldwide leading manufacturer of machines and turnkey production lines for the metal packaging industry in North Rhine-Westphalia. The internationally oriented, medium-sized enterprise is looking for YOU as soon as possible as an

Office worker in administration (m/f/d)

working full-time for our plant Lemgo/North Rhine-Westphalia

Your profile:

- successfully completed training | industrial and commercial training
- strong understanding of numerical data and numbers
- confident in dealing with MS Office applications and ERP systems
- friendliness, reliability and a structured way of working
- good written and spoken English knowledge
- experience in customer service

Your tasks:

- order processing, including export and shipping
- preparing of customs documents (ABD, ATR, UZ, EUR1 etc.)
- time recording, planning and billing of assembly work
- correspondence with customers, external service providers and internal departments
- general administrative and secretarial work

We offer you:

With us you can expect a secure and versatile job with a high degree of personal responsibility and an attractive salary. In a pleasant working environment with short decision-making processes, you will be part of an experienced team that is valued worldwide for its special service orientation and expertise.

Get started and apply now!

Use our application form to quickly send in your documents – and convince us that you are the right candidate. Of course you can also send in your complete application documents via e-mail, addressed to our management (karriere@naroska.com).

We are looking forward to meeting you!