

# ames

vibrant living



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Ames is based in Mülheim-Kärlich, Germany

## **Job position**

Junior Operation Manager

## **Details**

- Preparation of all export / import documents
- Order control in terms of logistical process (order flow / goods issue)
- Control and registration of incoming goods from suppliers
- Processing and administration of consignment, show, event and sample orders
- Management of storage space in warehouse
- Reporting of all import processes
- Stock maintenance / administration and implementation of permanent inventory
- Management and controlling of logistics partners (parcel service and general cargo)
- Management of the reporting list / production order list
- Collaboration with suppliers

## **Profil**

- Education: Supply Chain / Logistics or similar
- Experience - 1 or 2 years in similar job position will be a plus
- Good command of Microsoft Office (Outlook, Excel, Power Point, Word)
- Intermediate level of English and basic German for daily routines in the office. Spanish will be an advantage
- Good interpersonal and communication skills

Wenn Sie ein Teamplayer, flexibel, multitaskingfähig, organisiert und positiv eingestellt sind und unsere Markenwerte widerspiegeln möchten, würden wir uns freuen, Sie kennenzulernen und zunächst ein kurzes Online-Gespräch zu führen.

## **We offer**

- stable full-time work in international company
- monthly gross salary with employment contract for an indefinite time period (trial period: 6 months)
- 28 days of vacation
- friendly working atmosphere

Ames is an equal opportunity employer with a positive and inclusive workplace offering a comprehensive compensation package. We are a great team that combines passion with fun in an international environment with great corporate culture and real purpose.

To get more about our brand, please, have a look here:  
[amesliving.de/ames-world/our-story/](https://amesliving.de/ames-world/our-story/)

If you are interested in above job position, please contact us by sending your CV to e-mail address: [job@amesliving.de](mailto:job@amesliving.de)

Feel free to contact us in case of any further question you have.

Saludos cariñosos,  
**Ames team**