



Shipping and Order Administration Officer (m/w/d)

Sicoya is a technology leader in silicon photonics based interconnect solutions, located in the Berlin Adlershof Science City. We offer monolithically integrated semiconductor chips and transceivers for next generation data centers that are manufactured by CMOS foundries and Asian based contract manufacturers. The team consists of highly professional design engineers and managers with many years of experience in bringing state of the art products to the market.

We are looking for technically minded, problem solving and inquisitive Machine Operators to work in our new production line. You must be self-motivated and be able to work on your own initiative as well as a part of a team.

Job Responsibilities:

- Ensuring of a smooth shipping process
- Coordination of pick-up and delivery dates with manufacturing department
- Independent shipping of goods, samples, plants, machinery and equipment
- Export / Import customs clearance (introduction ATLAS and ZA), export control
- Obtaining offers, e.g. from box / case manufacturer
- RMA processing and managing
- Customer service
- National and international correspondence
- Creating of sales statistics and shipment figures
- Responsible for goods receipt, warehousing, storage
- Return of defective/damaged goods to the supplier for credit or replacement
- Report of all disagreements to the manager /supervisor

Your profile:

- Successfully completed commercial education / training / apprenticeship
- Working knowledge in the logistics area of a production company
- Experienced in using merchandise management systems
- Comfortable with MS Office (Excel in particular)
- Very good knowledge in English and German
- High resilience, flexibility and reliability
- a high level of accuracy along
- organisational skills and customer-oriented working

We provide:

- High degree of personal responsibility within a flat company hierarchy
- Ambitious internationally expanding team
- Various future career opportunities for every career level
- A relaxed and inspiring working environment with lounge area, free drinks and fruits
- Regular team events and team building measures

Are you interested in working with us? Then we may just be waiting to hear from you. Please send us your CV and a motivation letter by email to: jobs@sicoya.com

Sicoya is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, ethnicity, national origin, religion or belief, sexual orientation, disability or age.