

Spanish local staff job requirements

General requirements:

Provide off-site operations related to business, such as inquiry, booking, customs clearance status tracking, document processing, etc., confirm expense bill, keep smooth communication with relevant departments of our company and other local companies in Spain, provide services and support to ensure smooth delivery of the project.

Education and experience requirements:

1. At least 3 years working experience in a professional logistics field or industry is preferred.
2. Experience in customer service or capacity management in aviation Logistics Company is preferred.
3. Major in international logistics, import and export trade, shipping management, warehousing logistics, transportation and other related fields is preferred.
4. Multilingual skills are preferred (Chinese, English and Spanish).

Skills required:

1. Skilled in office document presentation and table processing.
2. Able to send and receive emails in Chinese, English and Spanish.
3. Have business communication skills, able to design communication content, and connect with domestic and overseas companies on business.
4. Capable of lean optimization, able to find multi-link efficiency optimization points.
5. Have a certain understanding of domestic industry and customer needs.

Responsibilities and tasks:

1. Target on the DDP project business for major customers:
Complete business information sorting according to DDP project requirements of major customer projects, provided price, flight, operation requirements and other information, follow up operations, sort out daily reports, and feedback progress.
2. Provide price consultation, product operation coordination and after-sales service:
As the docking window in Spain, fully responsible for providing consulting, quotation, operation arrangement, progress tracking and other services; organize inquiry information and search for capacity solution. And summarize the inquiry information.
3. Make operation plans and tracked all operation links throughout the process
Summarize the information of booking, arrival and customs declaration, and complete the operation plan; cooperate with local agents, confirm operation matters with agents, provide documentation requirements, and issue operation instructions to agents; Track the progress of goods operation throughout the process, collect abnormal information of goods, make solutions for abnormal conditions, and feed back with relevant operation links.
4. Operating links and expense input of existing operating system “GTS”.
Confirm freight, operation costs, delivery costs and other bills of single cost; Accept domestic subcontract overseas tasks, overseas segment system input.
5. Follow up price feedback and promote products
After providing transport capacity plan, tracking business of un-booked space and find out reasons, learn and collect customer feedback to promote time and price adjustment of product, so as to meet market demand. Promote the company's products overseas.