

To strengthen our Team, we are looking for a

**Specialist (m/f/d)
for Contract Management and Foreign Department**

at the earliest possible date.

Your responsibilities:

- Preparation, processing, review and assessment of contracts with our customers and suppliers, mainly in English language
- Supporting our internal departments and the Company Management prior to contract negotiations
- Supporting our specialist departments in contract and project management
- Organization of the processing of letters of credit, guarantees / warranties in cooperation with our banks

In addition, you

- will be the person in charge of customs matters and therefore be responsible for the proper processing of the export of goods
- will be the primarily responsible employee securing the existing status as authorized economic operator (AEO)
- will be the contact person for the employees of the Logistics Department for all issues relating to International Chamber of Commerce, customs, import/export

You will fulfil all tasks in close cooperation with our Company Management and Sales Department.

Your qualification:

- Degree in law / economic law or comparable study programs
- Alternatively relevant professional experience in the above-mentioned responsibilities, experienced practitioner
- Good communication skills and confident manner, also towards international customers and lawyers
- Excellent skills in the contract languages German and English, in written and spoken form
- High detail accuracy and concentration ability
- Very strong sense of responsibility and personal initiative

We offer you:

- Challenging tasks in an international environment
- Permanent employment
- Performance-related remuneration
- Work activities in a motivated and committed team

If you are interested in this job, please send your detailed application documents with indication of your salary demand and the earliest possible starting date to the Human Resources Department

Email: personal@riedhammer.de

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By sending your application documents you declare to have read the [Data Privacy Policy](#) and to agree to the processing of your personal data in accordance with this policy.