



KOCKS ARDEL KRANBAU GmbH has made a name for itself as a crane manufacturing company with an international customer base. Our product portfolio includes large-scale crane systems for seaports, inland ports, steelworks, shipyards and other transshipment centres.

We are seeking candidates for an immediate start at our **site in Eberswalde** to expand and strengthen our existing team:

ADMINISTRATIVE ASSISTANT (ALL GENDERS): PAYMENT GUARANTEES/LETTERS OF CREDIT/DOCUMENTARY COLLECTION

Your duties:

- Processing of guarantees and surety bonds for domestic and international business
- Independent evaluation of international credit agreements for guarantee business, decisions to issue, avallment/payment
- Amendments and de-recognition of direct and indirect guarantees; monitoring of guarantee handling
- Execution of document checks as part of LOC processing
- Identification and handling of tenders globally
- Ensuring that trading partners meet sanction and compliance standards
- Monitoring of deadline payments and recognition/de-recognition of cash flows
- Preparation of offer documents
- Processing of incoming orders
- Processing of LOCs and bank guarantees
- Correspondence with and support for global partners and customers
- Cooperation with an international team of sales managers
- Participation in international projects
- Correspondence with trading partners in the event of discrepancies and problem resolution – where necessary, conducting all essential debt collection activities by enforcing claims against debtors
- Pre-litigation and judicial dunning procedures
- Enforcement/foreclosure
- Preparation and submission of banking documents
- Preparation of the necessary correspondence for your own area of responsibility
- Provision of support for your area of responsibility; processing any necessary debt collection activities
- Close collaboration with other team members and other specialist departments

What we are looking for:

- A graduate in economics (BA, University or University of Applied Sciences) specialising in controlling, or successful completion of commercial training at a vocational school with a specialism in controlling plus several years of professional experience in the field, or successful completion of at least three years of vocational training in an associated subject, plus several years of professional experience in a relevant field as well as specialist knowledge and expertise
- Experience in international business matters and documentary business preferred
- Sound knowledge of the latest MS Office applications and experience in the use of ERP systems
- Business-fluent proficiency in English (written and spoken)

- Good analytical skills, commitment to the task in hand, flexibility
- Good communication and cooperation skills, team spirit, self-reliant approach to work

What you can expect:

We can offer you a modern working environment with a flat decision-making structure and a good corporate climate, where you can provide input on interesting projects. You can expect to be part of a dynamic, innovative and ambitious team and to be awarded a performance-related salary. We recognise the importance of providing support for professional development through advanced training initiatives.

If you are interested in working independently on tackling challenging and wide-ranging tasks and have the skills to match, please send a full application (including an indication of your potential start date) to:

KOCKS ARDELTA KLANBAU GmbH

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