



## Company Description

**Magna International Inc.** is a leading global automotive supplier dedicated to delivering new mobility solutions and technology that will change the world. Our products can be found on most vehicles today and come from 340 manufacturing operations and 90 product development, engineering, and sales centers in 29 countries. We have over 161,000 employees focused on delivering superior value to our customers through innovative processes and world-class manufacturing.

Magna Mirrors South-East Europe, a division of Magna Mechatronics, Mirrors & Lighting - leading supplier of innovative closure systems, modules and exterior and interior mirror systems, is opening the following position for the new Magna Mirrors factory located in Ohrid/Struga region:

## SHIPPING AND CUSTOMS ADMINISTRATOR

### Your Responsibilities:

- Compliance with import/export-relevant guidelines (Incoterms, customs, export controls,...)
- Technical control of freight and customs invoices
- Cooperation in the clarification of transport problems, transport damage and insurance cases
- Observance of the lowest possible stock levels and the highest possible stock turnover rate
- Ensuring smooth production process through targeted planning and disposition based on customer requests
- Participation in the development of freight concepts and tendering for new transport routes, as well as their negotiation and detailed planning
- Responsible for implementation of material planning and freight disposition
- Responsibility for expedition from the beginning to the end, establishment of transport, depreciation of transport, communication with the warehouse, CMR, printing of delivery notes, invoicing, uploading packaging to portals etc.
- Ordering special shipments and packages
- Processing of discrete orders for one-time shipments, establishment of EMA manifests, invoicing, archiving of documents, preparation of letter shipments, in case of non-conforming deliveries, communication with the customer, system modification
- Processing of required documents to support the analysis of logistics processes, creating reports
- Monitoring of the consignment warehouse, daily comparison with SAP status

**Who we are looking for:**

- University graduate (technical/economical field);
- Minimum 1 year experience in same or similar role;
- Advanced user of MS Office and SAP;
- Good English communication skills (both written and verbal);
- Good interpersonal and effective organizational skills;
- Ability to work under pressure;

**Your preferred qualifications:**

- Experience/knowledge of delivery notes, CMR

**In addition, we offer you the following site benefits:**

- Flexible working hours for a good work-life balance;
- Health programs, sports and team events;
- Training program and exciting internal development opportunities;
- Canteen, and organized transport;
- Private Health Insurance.

**Place of work:** TIRZ Ohrid/Struga

**Application deadline:** 12/03/2024

If you are interested in the position and have the required skills, please send your CV to the following e-mail address: [job.mk@magna.com](mailto:job.mk@magna.com) with subject: "Shipping and customs admin" no later than **12/03/2024**.

With submitting your CV you agree for your information to be kept in our database of candidates for 12 months. **Please note that only selected candidates will be invited for an interview.**