



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 centres 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

Key responsibilities:

- Implementation and keeping records for inward custom procedure;
- Keeping records for end-use procedure;
- Calculation of origin for materials for export;
- Carrying out freight disposition;
- The planning of deliveries and commissioning as well as communication to the warehouse;
- Participation in the development of freight concepts and tendering of new transport routes, as well as their negotiation and detailed planning;
- Cooperation in the clarification of transport problems, transport damage and insurance cases;
- Technical control of freight and customs invoices;
- The technical collaboration in projects;
- Observance of the lowest possible stock levels and the highest possible stock turnover rate;
- The timely provision of the goods and the smooth delivery to customers;
- The handling of agreements with internal and external suppliers and customers;
- Compliance with import / export-relevant guidelines (Incoterms, customs, export controls, ...);
- Custom formalities: import and export clearance and documents;
- The development, planning, control and coordination of packaging and / or empties;

- Works in code of Magna Fair Enterprise Culture and complies with company codes and procedures;
- Ensures fairness at work, in comply with Employees charter and Operational principles.

Required qualification:

- University graduate (technical/economical field);
- Experience/knowledge of delivery notes, CMR;
- 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;
- Team player;
- Readiness for traveling.

Place of work: TIRZ Ohrid/Struga

Application deadline: 15/04/2023

If you are interested to join our team and have the required knowledge and skills, please register on Magna careers page and send your application (CV and Cover Letter) on the following [LINK](#)