

Lear, a global automotive technology leader in Seating and E-Systems, is Making every drive better™ by delivering intelligent in-vehicle experiences for customers around the world.

Our diverse team of talented employees in 37 countries is driven by a commitment to innovation, operational excellence, and sustainability as we live our values to Be Inclusive, Be Inventive, and Get Results the Right Way.

Join our dynamic and innovative team at the new Skopje Epicenter, focusing on centralized scheduling and transport management for Lear's seating plants across Europe & Africa. We pride ourselves on fostering a collaborative & diverse environment where employees are empowered to grow and contribute to impactful projects.

We have an exciting opportunity for Transportation Administrator at our office in Skopje, North Macedonia. As part of our team, you will play a crucial role in managing and coordinating shipments to ensure timely and cost-effective delivery.

### **Transportation Administrator- Logistic Center in Skopje Office**

#### **Role and responsibilities:**

**Manage Shipments:** Ensure shipments for Lear facilities in Europe are delivered on time.

**Compliance:** Ensure all shipments adhere to company procedures and regulations.

**Communication:** Serve as the main contact for carriers, customers, and suppliers.

**Problem Solving:** Address and resolve shipment issues or delays.

**Shipment Record Keeping:** Maintain accurate shipment records, including tracking, invoices, and compliance documentation.

**Performance Analysis:** Analyze and report on shipment performance metrics.

**Invoice Auditing:** Audit freight invoices.

**Operational Improvement:** Identify and implement improvements to enhance control tower operations.

#### **Skills and Qualifications:**

**Education:** University degree in Engineering, Supply Chain, Business, or related field (Logistics preferred).

**Language Skills:** Fluent in English; Spanish and other languages are a plus.

**Experience:** 1+ year of experience in a control tower environment or working for a forwarder.

**Technical Skills:** Experience managing road, air, ocean, and rail shipments. Familiar with transport management systems (TMS). Proficient in MS Office (Excel & Outlook).

**Personal Attributes:** Strong organizational and multitasking abilities. Ability to work under pressure and meet tight deadlines. Analytical and problem-solving skills. Proactive and a team player. Innovative.

**Flexibility:** ability to work in two shifts (**06:00–14:00 and 14:00–22:00**).

#### **We Offer:**

A dynamic and friendly work environment where your contributions are valued

Competitive salary

Collective health accident insurance

Subsidized Sport Master membership to support your physical fitness, mental health, and overall wellness

Modern and professional offices located in the city center

Flexible working hours

Career development and growth & travel opportunities

Commitment to Diversity, Equity & Inclusion to foster a supportive and inclusive workplace for all employees

Please submit your CV to <https://jobs.lear.com/job/Skopje-Transportation-Administrator/1285377701/> no later than March 4<sup>th</sup> 2026



**Making every drive better.**

