

Transport Administrator- Skopje

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.

Technical Skills & 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:** No specific experience required. Fresh graduates and early career professionals are welcome to apply.
- **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:** Able to work in shifts, including on-call night duty.

Please submit your CV to the following link: [Transport Administrator Job Details | Lear Corporation](#) no later than 06 June 2025.

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