

We are a friendly, motivated, and multicultural team that works with conviction, full commitment, and success. As we continue to grow, we are looking for new team members to join us:

Environmental Compliance Operations Clerk (m/f/d) with foreign language skills

Your main tasks:

- You are responsible for the entire international registration process for packaging, electrical appliances and batteries and its operational handling for our customers
- You ensure the timely and punctual fulfillment of our customers' international compliance requirements, including quantity reports and correspondence.
- You carry out recurring activities for our customers on time, e.g. reporting and registrations
- You will also be responsible for tasks relating to the invoicing process between authorities, service providers and our customers
- You communicate with international customers, authorities and take-back systems

Your profile:

- You have successfully completed commercial or comparable study
- You have professional experience in a comparable function or in the administrative area
- In addition to excellent English, you possess business-fluent proficiency in another European language, both written and spoken, and are also highly confident using German as an office language.
- You will impress with your independent, precise, and efficient work style.
- Your focus is on meeting deadlines, and you enjoy working with figures and data
- A strong affinity for numbers, a willingness to cooperate, a proactive and decisive way of working and a high degree of self-organisation round off your profile

Our offer:

- a modern workplace in the south of Cologne on the left side of the Rhine
- a performance-related, above-average salary
- outstanding development prospects and great design potential in a dynamic, successful and expanding company with flat hierarchies and individual development opportunities
- a crisis-proof job in a future-proof, sustainable industry
- 30 days' holiday, flexible working hours, home office arrangement and a company pension scheme, drinks and fruit
- company events, joint activities and, last but not least, open, friendly colleagues who look forward to meeting you

We invite you to play an active role in shaping the future of Deutsche Recycling and look forward to receiving your complete and informative application documents, stating your earliest possible starting date and salary expectations, by e-mail to: personal@deutsche-recycling.de

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