

# Junior Specialist in Transport Administration



Unlimited  
Trucking  
Capacity

## Responsibilities

- Accounting for transport services.
- Handling customer requests related to transport documents.
- Direct contact with international customers.
- Building and maintaining good customer relationships.
- Monitoring payments and preparing basic reports.

## Requirements

- High school diploma (Bachelor's degree is a plus).
- English at minimum B1 level – required.
- Good communication and problem-solving skills.
- Ability to work independently and in a team.
- Well-organized and detail-oriented.

## Nice to have

- Experience in customer service or support.
- Knowledge of CRM tools.
- German or French language skills.

## What we offer

- Stable job in an international company.
- Friendly and supportive work environment.
- Training programs and language courses.
- Private medical care, life insurance, and benefit program.
- Company events and comfortable working conditions.

Interested? Please send your CV to:  
**[joanna.krajewska@egala.com](mailto:joanna.krajewska@egala.com)**

