

Export Support Manager

Want to build a revolutionary secondhand market from the ground up? Join GINDUMAC.

We are looking for an **Export Support Manager** for our **office in Barcelona** to be part of our growing Account Management team!

GINDUMAC – Global Industrial Machinery Cluster is an innovative, international Start-Up in the area of trading used production machinery.

We are looking forward to motivated international trade talents who are willing to create and shape the Digital Future of the used machinery market.

Responsibilities:

- Support our Account Management team in the preparation of all related deal operation and sales documents (quotation, financial packages, invoicing, etc.)
- Support our Logistics team in the preparation of import & export related documents
- Coordinate with the Accounting Department incoming customer payments
- Coordinate with the Accounting Department outgoing supplier payments
- Take full ownership of all outgoing and incoming deal operation documents and related payments
- Set-Up and Management of a deal operations KPI/Controlling system

Skills & Requirements:

- Hands-On Mentality!
- Basic understanding of international trade and commerce
- Number driven mind
- Entrepreneurial spirit
- High determination and proactivity
- Profound communication skills (verbal and written)
- Good English and Spanish Skills, ideally you possess a good verbal and written level of German and/or Italian
- Ideally you have already gathered 2-3 year experience in a start-up and/or international trading company

Why you shouldn't miss this:

- Be part of building a business from scratch
- Be part of building a game changing trading platform in the industrial segment
- Be part of a unique company with a unique working environment
- Flexible working hours
- Space for own idea development within the business
- Work from a cool office in the district of Poblenou / Barcelona
- Competitive compensation package

We are looking forward getting you to know. Please send us your **CV** and **Cover Letter** to career@gindumac.com using the subject **"Export Support Manager"**.