



**YOUR CAREER UPGRADE**

## **AGRANA**

**is a leading international company in the trade and distribution of sugar.  
Our brand Zahira is widely known on the Bulgarian market.**



**We are currently looking for a dedicated person who wants to join our  
Logistic Team in Sofia for the following position:**

## **LOGISTICS AND CUSTOMER SERVICE ASSISTANT Temporary Contract (6 months with the possibility of permanent appointment)**

**We are looking for an energetic and organized Logistics Assistant to support the efficiency of our logistics operations. Your role will include declaring goods and managing logistics documents using our ERP systems. In addition to technical skills, you are expected to demonstrate excellent organizational and communication skills, working hand in hand with all team members.**

### **Key Responsibilities:**

- ✓ Declaring trucks at the entrance and exit in the NRA (National Revenue Agency) system, ensuring compliance with legislation
- ✓ Generating warehouse documents
- ✓ Processing and archiving customer orders, ensuring accuracy and availability of information

### **Additional Tasks:**

- ✓ Assisting and coordinating transportation and distribution, both internally and between companies
- ✓ Compiling reports and statistics that affect planning and resource optimization

Have we caught your interest? Then we look forward to receiving your application online on:

**[WWW.AGRANA.COM/HR](http://WWW.AGRANA.COM/HR)**



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### Requirements:

- Higher education
- Excellent computer skills, including proficiency in Microsoft Office. Knowledge or experience with ERP systems will be considered as an advantage
- Good communication, organizational, and analytical skills
- Proficiency in English

### We offer:

- Opportunities for development and professional growth
- Social benefits including health insurance and food vouchers
- The chance to become part of a respected international company with a strong corporate culture and values

**If you are interested, please send your CV to the following email: [jobs@agrana.bg](mailto:jobs@agrana.bg)**

**Only short-listed candidates will be contacted.**

**Personal data will be used for recruitment purposes only.**

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