



As a market leader in the electronics recycling industry, we generate valuable raw materials from electronic waste. To support our project team on a project in Central America with a project schedule of 6 months we are looking for our location in Regensdorf immediately, an

## Import / Export / Sales Administration

### Your Principal Duties

- Organisation and execution of Custom clearance and administration
- Negotiations with customs authorities and logistic companies
- Negotiations with possible clients and suppliers from Latin America
- Preparation of import / export documents
- Develop Market- and Risk-Analysis
- Preparation of proposals, presentations and sales documents
- Preparation of events for clients at Regensdorf
- Organisation of trips

### Your Qualifications & Skills

- Excellent fluent Spanish, English, French and German, contractual level
- Excellent professional education of import /export,
- Excellent professional education of International Marketing and Sales Management
- Professional experiences with custom authorities and custom clearance administration within Latin America
- Excellent Sales and Marketing experiences within Latin America, in particular Mexico
- Communicative
- Excellent IT skills (Windows, MS-Project, SAP, PP, etc.)
- Readiness for operations outside of regular working hours

### Have we aroused your interest?

- We offer you independent work in an exciting and forward-looking environment.
- Performance-related wages

We welcome your application by E-mail to: [denise.pirotti@immark.ch](mailto:denise.pirotti@immark.ch) or by mail at:

**Immark AG**, Frau Denise Pirotti, Bahnstrasse 142, CH-8105 Regensdorf  
Tel. +41 58 360 75 75, [www.immark.ch](http://www.immark.ch)