



# Data entry operator

Bucharest, 6th District, Iuliu Maniu Blvd., Campus 6 Building

## Your role

In this role, you will work with a team to service customer portfolios, ensuring all data entries are timely and accurate.

## Your tasks and responsibilities

If you wish to further develop your career in a large organization, this is an excellent opportunity to join our team in Bucharest.

- Entering data into database software and checking to ensure the accuracy of the data that has been inputted;
- Resolving discrepancies in information and obtaining further information for incomplete documents;
- To complete the assigned tasks and assist/share information with team members to achieve the targets in team;
- Administrative task related to data entry and documents flows;
- To evaluate freight rates data requests to ensure information provided is accurate and all criteria and requirements are clearly outlined;
- To ensure appropriate KN Rates process and guidelines are being followed;
- To provide timely response in professional manner;
- To ensure data accuracy and productivity level with agreed Key Performance Indicators are delivered;

## Your skills and experience

To be considered, you should have a good understanding of freight forwarding knowledge. You should have team spirit and customer-focused mindset. You are able to communicate with counterparts clearly for problems or issues both in Romanian and English and to pay attention to details. Actively participating with daily input regarding activity in order to help improvement of the processes.

## Good reasons to join

We are interested in service-oriented individuals who understand the importance of providing an excellent customer experience. In return, you will gain access to professional development opportunities, international exposure and a rewarding career in logistics. To find out why Kuehne + Nagel is a global leader in logistics, start a conversation with us and send your CV today!



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Would you like to gain valuable experience in a leading global logistics company? If the answer is yes, then we are the right place for you to understand how logistics works and to build the foundation for your future career.

You have successfully completed your studies and have shown what you have learned in theory. Now you want to experience logistics and quickly take responsibility for specific projects „on the job“?

Then the direct entry into one of our business units is created just for you. You will immediately jump into the daily business, you can bring in your professional qualifications and expand them in a focused way. An intensive introduction to your tasks and your work environment brings you on-board and helps you to get to know Kuehne+Nagel and our organizational structure as well as typical work processes.

To ensure you can bring in your professional qualifications we support you with advice and appropriate development activities. Kuehne+Nagel offers a wide range of exciting jobs. This gives you the opportunity to further develop your skills according to your strengths.

Do you have any questions?  
Please contact Kuehne + Nagel at:  
[knro.recrutare@kuehne.nagel.com](mailto:knro.recrutare@kuehne.nagel.com)

### About Kuehne+Nagel Romania

Kuehne+Nagel entered the Romanian market in 1994. Today, Kuehne+Nagel is represented in Romania by 15 offices and 9 contract logistics centers. Kuehne+Nagel delivers integrated solutions throughout the supply chain that turn companies' logistics challenges into a competitive advantage. We regularly review and adjust our processes to be globally efficient and locally accountable. This allows us to meet local country requirements that are the key to successful and long-term relationships.

Learn more.

[kncareers.com](http://kncareers.com)