For our client, we are looking for a Logistics Operations Specialist who will ensure seamless supply chain operations by coordinating order tracking and maintaining data integrity. If you are a proactive problem-solver with advanced MS Excel skills and a solid understanding of logistics processes, ready to drive efficiency in a dynamic international environment, join us!

Logistics Operations Specialist

Nr ref.: 211/10/2026/MŻ/270988/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- salary starting from 8,910 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- **temporary** contract, with possibility of extention
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- monitor inbound and outbound shipment execution—from readiness and booking through loading and delivery—in cooperation with carriers, logistics providers and warehouses,
- keep loading schedules and shipment plans current, considering readiness, slots, pickup windows and cut-off times,
- ensure accurate data and product-movement records in SAP and E2SC, aligned with financial flows, customer requirements and market specifics,
- identify delays, data issues and urgent or non-standard requests; take recovery action, escalate promptly and communicate status clearly,
- follow standard processes, documentation and import/export requirements while supporting logistics cost control,
- use logistics tools effectively, maintain data quality and stakeholder coordination, and suggest process improvements.

What we expect from you?

- fluent English (C1 level): ability to communicate freely, both verbally and in writing, within an international environment
- proficiency in MS Excel: strong skills in using advanced spreadsheet features, such as pivot tables, logical functions, and data analysis
- minimum one year of experience in logistics: practical experience in managing supply chains, warehouse processes, or transport operations
- knowledge of supply chain management (preferred): understanding of the processes and mechanisms that drive logistical efficiency in a global context
- proactive attitude: initiative in problem-solving, a drive for continuous improvement,

and the ability to thrive in a dynamic environment