

# United Arab Emirates Jobs Expertini®

## Commercial Logistics Officer

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Company: DP World

Location: united arab emirates

Category: other-general

### Job Purpose:

To support the development and preparation of presentations and reports.

Oversee report creation.

Ad hoc project/event requests for Commercial team.

Maintain and update resource tracking, capacity and resource model reports.

### Key Accountabilities:

Write, edit, and design presentations and reports as directed by the Logistics Pillar/ leadership team using PowerPoint/Word/Outlook

Develop, maintain and manipulate complex spreadsheets using Excel and database software

Produce complex, multi-country recurring calls and video conferences for regional teams to include corresponding video and presentation assets, agendas,

Manage varied reporting processes including requesting data, collating and editing final documentation

Perform day-to-day administrative tasks including maintaining information files, preparing and processing reports, presentations and other documents as needed

Help traffic, funnel direction/feedback of creative assets in various stages of development with

the goal of getting elements to final stages of approval and eventual distribution

Assist in gathering creative assets from regional marketing teams

Assist with organising department events and meetings

Coordinate and assist with queries and requests received by the Department

Manage and maintain the department's data management system(s), SOPs, SLAs and relevant toolkits

Produce reports and other written documentation as required for internal and external audiences

Review departmental documents prior to submission, to ensure accuracy of data and compliance with company established formats, procedures and policies, and recommend revisions as required

Support in any in house training and conferences by printing and dispatching the materials

Support with onboarding of new joiners

Other:

Act as an ambassador for DP World at all times when working; promoting and demonstrating positive behaviours in harmony with DP World's Principles, values and culture; ensuring the highest level of safety is applied in all activities; understanding and following DP World's Code of Conduct and Ethics policies

Perform other related duties as assigned

Qualifications and Experience:

Bachelor degree level preferred

Proficiency in Microsoft Applications (Word, Excel, Outlook, PowerPoint, Visio) and usage of Internet

Demonstrated enthusiasm for strategy and marketing with strong working knowledge of the Internet, and MS Office applications

Strong organizational skills, attention to detail, and accuracy when working with numbers (solid math skills)

Provide production, logistical and/or on-the-ground support for internal and external event including conferences

Excellent verbal and written skills are required. Fluency in English language is mandatory. Arabic, French or Spanish an advantage.

Minimum of 2 years' experience

Previous experience as management trainee will be looked upon favourably

Previous experience in a legal, regulatory or compliance department or organisation not required but preferred

## Skills

Very strong administration and analytical skills

Well-developed planning and organising skills and the ability to perform well under pressure

Strong attention to detail, accuracy and quality of work

Self-starter with energy and drive who takes initiative and is proactive in approach

Adaptable with the ability to manage multiple tasks and juggle priorities

Strong interpersonal influencing and impact skills

Business acumen and confidence in dealing with senior management

Team player

This position requires high level of business acumen and confidentiality.

#LI-LP1

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