

United Arab Emirates Jobs Expertini®

Dispatch Coordinator

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Company: Juma Al Majid Holding Group

Location: dubai

Category: other-general

Dispatch CoordinatorDubai, United Arab Emirates | Posted on 03/26/2024Organizesand manages the dispatch area of the stores according to procedures inplace, safety and visual appearance standards. Supervisesa team of Leading Hands and Laborers. Receivethe materials from the Storekeepers and cross checks quantities and typeof material vs the documents to ensure the dispatch of the correctmaterial Coordinateswith the transport in charge for the selection of the right vehicle. Arrangesthe materials in dispatch area in an organized manner, to facilitate easyloading. Loads thematerials in vehicles, maintaining all safety standards as well aspackaging methods. Ensurethe acknowledgement from site and customers for the proof of delivery . Ensuresall document trail and related filing for his activity.Requirements Minimum educational, professional and vocationqualification required Graduation in any discipline Knowledgeof contracting, construction and maintenance materials is preferable. Abilityto organize the work priorities and assign work to employees Minimumyears of relevant work experience 8-10years experience in equivalent position, in the UAE. Leveland type of behavioural and functional competencies required Listening, understanding and respond effectively Highintegrity, Good ethics and no tolerance to any non compliances.

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