

## Dispatch Coordinator

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Company: Juma Al Majid Holding Group L.L.C.

Location: Dubai

Category: other-general

Organizes and manages the dispatch area of the stores according to procedures in place safety and visual appearance standards. Supervises a team of Leading Hands and Laborers. Receives the materials from the Storekeepers and cross checks quantities and type of material vs the documents to ensure the dispatch of the correct material. Coordinates with the transport in charge for the selection of the right vehicle. Arranges the materials in dispatch area in an organized manner to facilitate easy loading. Loads the materials in vehicles maintaining all safety standards as well as packaging methods. Ensures the acknowledgement from site and customers for the proof of delivery. Ensures all document trail and related filing for his activity.

**Requirements**

Minimum educational professional and vocation qualification required Graduation in any discipline Knowledge of contracting construction and maintenance materials is preferable. Ability to organize the work priorities and assign work to employees Minimum years of relevant work experience 8-10 years experience in equivalent position in the UAE. Level and type of behavioural and functional competencies required Listening understanding and respond effectively High integrity Good ethics and no tolerance to any non compliances. Teamwork oriented Disciplined approach

Minimum educational, professional and vocation qualification required Graduation in any discipline Knowledge of contracting, construction and maintenance materials is preferable. Ability to organize the work priorities and assign work to employees Minimum years of relevant work experience 8-10 years experience in equivalent position, in the UAE. Level and type of behavioural and functional competencies required Listening, understanding and respond effectively High integrity, Good ethics and no tolerance to any non compliances.

Teamwork-oriented Disciplined approach

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