

United Arab Emirates Jobs Expertini®

Executive, Operations – Dubai, United Arab Emirates

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Company: ESL

Location: Dubai

Category: healthcare-practitioners-and-technical

We are looking for a self-driven individual. As operations executive, you will oversee daily vessel operations arriving at JEA and the Northern Emirates. This includes coordinating with partners, ensuring timely container monitoring, and maintaining good coordination with VPM/Vessel Masters and DPW. You will also be responsible for vetting and approving vendor invoices, arranging voyage NOC and submitting load/discharge lists for upcoming vessels. Additionally, you will prepare and send TDR and share arrival notices with partners and SOC customers

Monitor day-to-day operations of vessels arriving in JEA & Northern Emirates.

Coordinate and liaise with partners for CBF / Load lists.

Ensure that containers arriving in JEA are monitored and that system updates are made in a timely manner.

Coordinate with internal departments for load planning of different services and vessel finalisation.

Maintain good coordination with VPM / Vessel Masters on vessel ops in JEA.

Coordinate with DPW on vessel ops and other related activities.

Vet & approve vendor invoices on time for vessels sailing from JEA & the Northern Emirates.

Arrange voyage NOC for upcoming vessels to JEA and assist in providing stack change for SOC customers once the vessel has sailed from JEA.

Arrange and submit load/discharge lists for upcoming vessels in Dubai trade.

Prepare & send TDR for vessels sailing from JEA to all partners /SOC operators & POD agents.

Share arrival notices for partners and SOC customers.

Requirements

1-3 years of experience in operations in a shipping company in Dubai.

Good knowledge of DP World procedures & Dubai Trade Portal.

Extensive Knowledge of shipping services/ products, terms, and practices.

Good communication skills with good command over written and spoken English.

Intensive IT skills and Excel knowledge to manage data.

Good organisational, planning, and communication skills.

Ability to work under pressure with highly motivated & target-driven goals.

Readiness to work during weekends/holidays.

Only shortlisted applicants will be contacted

Interested parties, please forward your full resume to [HIDDEN TEXT]

Job Category: Operations

Job Type: Full Time

Job LocationDubai

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