

Import & Export Coordinator Jobs in Dubai | Ingram Micro Careers

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Company: Ingram Micro

Location: , Dubai, United Arab Emirates

Category: other-general

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Description:

In this role, you'll Oversee the day-to-day functions of Logistics & Warehousing in compliance with the procedures and guidelines set by the company and Ensure that all tasks are executed within the given deadlines and maintain delivery schedules as per service levels committed.

Job Responsibilities:

Coordinate with freight forwarders to nominate best price freight forwarder for incoming shipments

Follow up with Freight forwarders for Clearance and delivery of Inbound shipment at IM/IM nominated Warehouse.

Get Inward stock confirmation from Warehouse and process GRN in system.

Communicate all delays or variances to Purchase and Product teams to ensure all concerned persons are updated on all open jobs

Job Requirements:

Qualification: Relevant Degree in Operations or Warehouse Management

Experience: 3 to 4 yrs. in Warehousing/Logistics

Experience in an international IT distribution environment or Logistics company is a plus.

Knowledge of stock keeping and warehouse management functions.

#J-18808-Ljbffr

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