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Junior Operation Specialist Jobs In Dubai UAE 2023 | NAFFCO

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Location: dubai

Category: other-general

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Description:

They are looking for a highly motivated Junior Operations Specialist to join our team. The successful candidate will be responsible for providing support to the Export Deal Support team, ensuring smooth and efficient execution of export transactions.

Key Responsibilities: Assist in managing export transactions from start to finish, including preparing and reviewing export documentation, coordinating with various internal and external stakeholders, and ensuring compliance with relevant regulations and policies.

Liaise with freight forwarders, customs brokers, and other logistics service providers to ensure timely and accurate shipment of goods.

Provide administrative support to the Export Deal Support team, including data entry, filing, and maintaining records and databases.

Coordinate with sales and marketing teams to gather information on product specifications, pricing, and delivery schedules to ensure accurate and timely processing of export orders.

#J-18808-Ljbffr

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