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Junior Operation Specialist Jobs In Dubai UAE | Nathan & Nathan

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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. Russian Speakers are preferred.

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.

Assist in resolving any issues related to export transactions, including customs clearance, shipping delays, and payment discrepancies.

Stay up to date with changes in export regulations and policies and ensure compliance with all relevant laws and regulations.

Requirements:

Bachelor's degree

1-2 years of experience in a similar role, preferably in an export-oriented industry

(Experience in the field is welcome but not essential)

Strong organizational and communication skills.

Ability to work independently and as part of a team.

Proficiency in Microsoft Office, especially Excel and Word.

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