

Logistics Coordinator 1 | Expro Dubai

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Company: SOAR Transportation Group

Location: Dubai

Category: other-general

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Long recognized for extraordinary performance, superb safety and long-standing partnerships, and now incorporating Frank's International, Expro is focused on enabling our customers to make timelier and better-informed decisions. By unleashing the power of data and digital transformation, together we can address the critical energy challenges of today, jointly engineering the answers of tomorrow.

Working for our clients across the entire well life cycle, Expro is a visionary full-cycle energy services expert offering novel, insightful solutions, dependable competency and award-winning safety.

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Key Activities And Accountabilities

Schedule and coordinate international freight movements

Prepare shipping documentation (packing lists, commercial invoices, certificates, etc.) for international export cargoes

Assist in the customs clearance process for import shipments

Maintain import and export register daily. Full and proper control of over all temporary/exonerated imports and inform business 3 months before expiry or re-export date of equipment.

Work directly with business units to ensure all orders are shipped in an expeditious and cost-effective manner and are shipped in accordance with contractual terms and conditions

Coordinate the review of products in order to determine the correct transportation

requirements, including packaging, labeling and documentation to ensure that shipments are consistent with contractual requirements, external regulations, and internal procedures

Develop, nurture, and maintain high quality relationships with internal and external customers, freight forwarders, and other service providers

Generate purchase requisitions for freight related invoices

Liaise with internal and external departments as and when required to ensure all questions and queries are resolved and liaise with manager on any concerns

Focal point of contact with Local Customers for yearly audits.

Verification of supplier invoices and approvals.

Job Knowledge And Qualifications

3 to 5 years of Freight forwarding experience – International Exports and Imports

Proficient in Microsoft Office (Excel, Powerpoint, Word)

Experience in SAP beneficial

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