

## Logistics Coordinator ( 6 Months Contract) | TASC Outsourcing Dubai

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Company: SOAR Transportation Group

Location: dubai

Category: other-general

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Responsibilities

Creation of Shipping Documents (Commercial Invoice, Packing list etc.

Knowledge of COO creation though Dubai Chamber

Knowledge of customs regulations in UAE (JAFZA / Dubai local clearance)

Arrange Gate passes (if required)

Goods Receipt & Goods Issue (In SAP)

Manage stock report and identify and discrepancies.

Provide Follow up to internal & external customers.

Manage 3rd Party Freight Forwarders & Courier Service Providers

Expediting Purchase Orders & Shipments to ensure timely delivery.

Work to resolves questions / concerns regarding shipments and deliveries.

Work to improve the freight budget for the project and 100% delivery on time.

Work closely with planning / scheduling, supply chain management & projects personnel

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