

United Arab Emirates Jobs Expertini®

Logistics Coordinator | IIQAFGROUP Dubai

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Company: SOAR Transportation Group

Location: dubai

Category: other-general

Logistics Coordinator | IIQAFGROUP Dubai

a global leader in providing services in the hospitality, information technology, tourism, insurance, and health care industries.

We are looking for a competent Logistics Coordinator to oversee and facilitate the supply chain operations of our company. You will be the one to coordinate personnel and processes to achieve the effective distribution of goods.

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Responsibilities

Coordinate and monitor supply chain operations

Ensure premises, assets and communication ways are used effectively

Utilize logistics IT to optimize procedures

Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements

Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs

Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction

Plan and track the shipment of final products according to customer requirements

Keep logs and records of warehouse stock, executed orders etc.

Prepare accurate reports for upper management

Requirements

Proven experience as a logistics coordinator

Experience in customer service will be appreciated

Knowledge of laws, regulations and ISO requirements

Ability to work with little supervision and track multiple processes

Computer-savvy with a working knowledge of logistics software (ERP)

Outstanding organizational and coordination abilities

Excellent communication and interpersonal skills

BSc/BA in business administration, supply chain management or relevant field

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