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Logistics Coordinator Jobs In Dubai UAE 2023 | Emerson

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Description:

The Logistics Coordinator plans delivery of the order/consignment to the customer/LBP's (local business partner) on-time by fulfilling all purchase order requirements and aligned to compliance and international trade regulations. They must master all processes related to international trade regulations, Incoterms 2020 and related country specific certificates needed for customs clearance at destination. You will be responsible for their own safety and must respect EHS regulations. Respect all Emerson trade compliance rules and ensure adherence. You will also be responsible to participate in Oracle Manufacturing Project as system integrator.

Responsibilities:

Applies procedures which are described in QA Manual.

Ensure final product is fully in line with write up, prior to completion.

Prepares JAFZA (Jebel Ali Free Zone Authority) Custom documents for a shipment and arranges collections with freight forwarders.

Identifies the shipping needs of an order as specified in the systems.

Coordinates with the Order Administrator & LBP/Sales for complete shipping instructions.

Gather details of pending orders to pack/Ship from Oracle.

Co-ordinate with Packing team.

Record packing completion in Oracle.

Requirements:

Any Bachelor's Degree preferred Computer science

2-4 Years' experience in Logistics / Freight forwarder Industry

1-2 years in Oracle ERP, SharePoint and Power Application

Bachelor's degree in Logistics Management

Knowledge of Jebel Ali Customs rules & International trade regulations

Knowledge of Microsoft Office – Word & Excel

Knowledge of Oracle, SharePoint & TRAX is Advantageous

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