

## Logistics Coordinator Jobs In Sharjah | Dubiz Time

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Company: Dubiz Time

Location: sharjah

Category: other-general

Logistics Coordinator Jobs In Sharjah | Dubiz Time

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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. A great asset for a Logistics Coordinator is their communication and negotiation skills. They are also well-versed in supply management principles and practices. The ideal candidate will have great record-keeping abilities and a customer-oriented approach.

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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

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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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