

United Arab Emirates Jobs Expertini®

Operations Coordinator

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Company: Al Jothan Perfumes

Location: sharjah

Category: other-general

Handling client's orders from start to finish. Sending samples to clients as requested and taking job orders from clients. Taking all Job order details from the sales department or directly from the client. Calculating the filling and mixing of perfumes and make tables with the right amounts of elements and measurements and send it to sales for approval and then to the factory for the production. Contacting suppliers, locally or internationally to get the wanted raw materials necessary for producing requested products. Searching for and finding new suppliers. Checking with the logistic department with shipments of supplies, and when the supplies arrive for accuracy of inventory. Sending the raw materials to the factory and advising them about the product details and making sure that the product filling and mixing is accurate. Monitoring inventory availability. Follow up with the production process. Preparing invoices for Private projects.

#J-18808-Ljbffr

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