

United Arab Emirates Jobs Expertini®

Operations Executive

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Company: HTrust Human Resources Consultancy

Location: dubai

Category: other-general

Our Client - A leading firm in the Shipping Industry based in Dubai is looking for an Operations Executive to drive export sales initiatives and be responsible for identifying potential clients, building relationships, and closing deals to expand the business.

Position: Operations Executive.

Package: 4k-5k AED.

Location: Dubai.

Experience: 2+ years experience in Logistics, shipping & transport industry in Dubai - UAE.

Key Responsibilities:

Customs Compliance:

Ensure compliance with Dubai Customs regulations for both export and import processes.

Clear and manage VAT shipments efficiently and accurately.

Booking Cargo Air Flight (BCAF):

Coordinate and manage the booking of air cargo flights, ensuring timely arrangements and adherence to all relevant procedures and regulations.

Negotiation with Airlines (NA):

Lead negotiations with airlines to secure favourable terms and agreements for air cargo transportation, optimizing cost-efficiency and service quality while ensuring alignment with company objectives and industry standards.

Execution BOE (EBOE):

Execute Bills of Entry (BOE) documentation accurately and efficiently, ensuring compliance with customs regulations and facilitating the smooth clearance of cargo shipments.

Calogi AWB Execution:

Coordinate and oversee the efficient execution of Air Waybill (AWB) processes at Calogi, ensuring seamless communication and compliance with regulations among internal teams, carriers, and customers.

Software Proficiency:

Utilize Fresa software for tracking and managing shipments, ensuring all data is accurate and up to date.

Familiarity with Mirsal 2, Montaji, and VCIE systems for efficient documentation and clearance processes.

Documentation Management:

Prepare and manage essential documents including Certificate of Origin (COO), Invoice, Packing List, and other required paperwork.

Verify and validate all documentation for accuracy and completeness.

Collaboration and Communication:

Liaise with internal teams and external stakeholders to coordinate shipments, resolve issues, and ensure smooth logistics operations.

Communicate effectively with suppliers, clients, and customs authorities to facilitate clearance and resolve any disputes.

Leadership and Training:

Provide leadership and guidance to junior staff members, ensuring they are well-trained and updated on the latest customs regulations and procedures.

Data Analysis and Reporting:

Use Excel to analyze data, generate reports, and provide insights to the management team for decision-making.

Qualities and Skills:

Strong leadership skills with the ability to guide and motivate a team. Proven experience in managing customs clearance and VAT shipments. Expertise in Dubai Customs export and import programs, Mirsal 2, Montaji, and VCIE systems. Proficiency in Fresa software for efficient logistics management. Advanced skills in Microsoft Excel for data analysis and reporting. Excellent attention to detail and accuracy in documentation. Strong communication and interpersonal skills. Ability to adapt to changing priorities and work under pressure.

Competitive package with standard benefits.

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