

Warehouse Coordinator Jobs In Dubai UAE 2023 | Aramex

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Company: Aramex

Location: dubai

Category: other-general

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Description:

We specialize in freight forwarding, customs clearance, warehousing, and transportation services. Our experienced team of professionals is dedicated to providing the highest quality of service to our customers. With our global network of partners, we are able to provide cost-effective solutions for all your logistics needs.

Requirements:

Check the products received and sign the quality form.

Inform the Procurement & Logistics team that the products have reached the Warehouse.

Create the IR (Item Received) on Netsuite once the product has been received.

Prepare the Delivery Order as per the Sales Order.

Arrange Demo deliveries along with the Sales team.

Coordinate with the Warehouse Assistants to ensure that all products are moved, stored, and segregated correctly in the Warehouse.

Coordinate the transfer of all products coming in and leaving the Warehouse.

Track the movement of all products in and out of the Warehouse to ensure that none are misplaced.

Ensure that all products are available in the right quantity.

Alert when new products are received and when existing products are removed from the

Warehouse and there is a shortage.

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