https://farwaycompany.com/job-vacancy/logistics-coordinator-job-vacancy-at-dubai-uae/

Logistics Coordinator

Hiring organization
FAR WAY GENERAL TRADING LLC

Employment Type
Full-time

Beginning of employment
Should be able to commute / relocate to Dubai

Duration of employment
Permanent

Industry
Logistics

Job Location
Port Saeed, Dubai, United Arab Emirates

Working Hours
8 Hours

Base Salary
Dhs 3500 - Dhs 4500

Date posted
August 28, 2024

Valid through
31.12.2024

Description

About Us :

Far Way General Trading LLC is a Leading FMCG Supplier, Importer / Exporter, & a top rated FMCG Distributor in Dubai, UAE, Managing operations in the Middle East, Europe & Asia since 2001. We offer a wide range of products from different brands including Coca-Cola, PepsiCo, Unilever, Nestle, Dabur, P&G & Uniliver.

Responsibilities

We are seeking a highly organized and detail-oriented **Logistics Coordinator** to join our fast-paced team. The ideal candidate will have at least 2 years of experience in logistics and freight forwarding, with a strong understanding of supply chain processes. If you are proactive, capable of managing multiple tasks, and thrive in a dynamic environment, we would love to meet you.

Key Responsibilities:

- Coordinate and oversee all aspects of logistics operations, including shipment planning, transportation, and delivery.
- Manage relationships with carriers, suppliers, and clients to ensure timely and efficient freight forwarding.
- Monitor and track shipments, providing regular updates to internal teams and clients.
- Prepare and process shipping documents, including bills of lading, invoices, and customs paperwork.
- Resolve any issues related to shipment delays, damages, or discrepancies in a timely and efficient manner.
- Collaborate with the warehouse team to ensure accurate inventory management and order fulfillment.
- Optimize logistics processes to reduce costs and improve efficiency.
- Maintain up-to-date knowledge of industry regulations and compliance requirements.

Key Requirements:

- Strong knowledge of international shipping procedures and documentation.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with various stakeholders.
- Proficiency in logistics software and Microsoft Office Suite.
- Strong problem-solving abilities and attention to detail.
- Ability to work independently and manage multiple tasks under tight deadlines.
- Knowledge of customs regulations and compliance is a plus.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work with a dynamic and growing team.
- A collaborative work environment where your ideas and contributions are

valued.
- Career growth and development opportunities.

If you are a dedicated logistics professional with a passion for optimizing supply chain operations, apply now to join our team!

Qualifications

Eligibility :

• Fluent English Oral / Written.
• A university degree.
• Min 2 Years Experience in Logistics & Freight Forwarding
• Age Upto 30.

Job Benefits

Why Far Way ?

• International Exposure: Gain valuable international frontier experience that expands your professional horizons.
• Collaborative Team: Join a team of like-minded professionals who appriciate your passion.