

Logistics Coordinator

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Company: Flintex Consulting Pte Ltd

Location: India

Category: business-and-financial-operations

Job Description

Position Summary

Responsible for guiding a team of logistic coordinators associates in the provision of logistics operational functions such as customer service, trucking coordination and the generation and maintenance of operations documents, reports, correspondence and expenses. Assist the Supervisor operations in the daily office activities and communications to customers.

Responsibilities

Key Responsibilities

Responsible for guiding associates to provide administrative support to the Operations.

- Handle order processing, prepare and maintain reports and files for all operations records, correspondence, plans, and expenses.
- Assist in the coordination and preparation of all necessary documentation for the movement of cargo.
- Perform tracking and tracing functions, and assist in the daily warehouse and administrative activities and communications
- Liaise closely with external parties to ensure shipments are expedited smoothly.
- Correspondence and liaison with customers and to attend to their enquiries.
- Handle any other ad-hoc / administrative duties.

Qualification Summary

[REDACTED] requires minimum 3 years of relevant experience in Logistics industry.

- Must have prior experience in managing a team

Education:

[REDACTED] D' levels or Diploma in Logistics or Business Administration.

Skills:

[REDACTED] working knowledge of the following logistics operations areas – distribution, manufacturing, inventory planning, materials management.

- Good Interpersonal skills
- Good Communication skills
- Good Knowledge in Warehouse Management System (WMS)
- Good customer relationship management skills
- Proficient in MS Word, Excel, Outlook etc..

Requirements

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