

## JOB POSTING REQUEST FORM

Reference #

**Company Name** 

Industry

Vacancy

Number of vacancies for that position

Job Type (FT, PT, Contractual, Seasonal)

Major(s)

Degree

Years of Experience

Location

**Remuneration & Benefits** 

Currency (LBP, Dollar, Lollar)

Tasks & Responsibilities

CC-681-2022

DocShipper

Import / Export

**Account Executive Logistics** 

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**Full-Time** 

**Business** 

No minimum required. Skills are more important.

Jounieh

Premium Package

Fresh Dollars

## **Duties & Responsibilities:**

- -Handle incoming flow (B2B, B2C, Worldwide target context)
- -Pricing and quote
- -Handle import/export shipments
- -Organize & update all the flow through a CRM
- -Help organize oversea shipment by adhering to the given shipping instruction and be able to arrange shipment efficiently (in duo with the operations team)
- -Negotiate price with customers
- -Work on several media: email, phone, live chat...
- -Work on several tools: ZOHO crm, Cloudtalk, WhatsApp, Spreadsheet...
- -Report to Manager

#### Profile:

- -Bilingual in French / English. No accent in French (like a French) if we hire you to handle French-speaking market (this is mandatory)
- -BA/BS degree is a plus but not mandatory, soft skills are the most important
- -Exceptional interpersonal skills and rapport building including charisma, negotiation, and ability to close a deal... Especially on calls.



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- -Absolute tenacity, you never give up until you get it right!
- -Familiarity with CRM systems and practices (Experience on ZOHO CRM is a plus)
- -Experience / studies in the logistics field is a plus
- -Ability to multitask, prioritize, and manage time effectively
- -Customer orientation and ability to adapt/respond to different types of characters
- -Strong phone contact handling skills and active listening
- -Proven sales experience & track record of over-achieving quota is a plus
- -You have an appetite for the startup world and want to be part of a great adventure with strong growth and therefore many opportunities

#### What's on offer?

- -Premium Package
- -Bonus based on KPI
- -Industry leading international business environment
- -Friendly and young team, start-up culture. Work hard, pay / play hard
- -Opportunity to establish a long-term successful career
- -Possibility of rapid & international development