

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: [placement@ndu.edu.lb](mailto:placement@ndu.edu.lb) and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

<b>Job Reference #</b> (Office Use)	4-3-2010-2
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Applicant Requirements	
<b>Gender</b>	<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
<b>Age</b>	Between 25-29
<b>Standing</b>	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
<b>Degree</b>	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
<b>Major / Emphasis</b>	Transportation & Logistics
<b>Years of Experience</b>	1 to 3 years
<b>Skills</b>	<b>Language Skills</b> <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input checked="" type="checkbox"/> Arabic <input type="checkbox"/> Other _____
	<b>Computer Skills</b> Word- Excel- Power point- Dolphin
	<b>Other Skills</b>

Job Vacancy Details	
<b>Application Deadline</b>	31/03/2010
<b>Job Type</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
<b>Job Description</b>	<b>Position / Title</b> Warehouse Coordinator
	<b>Salary</b> (Optional) Depends on profile & experience
	<b>Responsibilities</b>
	Supervise the day-to-day operations of all branches, providing customer service, processing customers orders, deliveries and transfers

	Controls and maintains the optimum stock level (Mini – Max)
	Control on received and delivered goods of all branches (transfer IN/OUT)
	Cooperate with the Purchasing & Logistic Department to ensure proper follow up on non conformities
	Handles retail transactions; operates invoicing and processes transaction (credit card) , makes changes, and assists customers
	Establish operational procedures for activities such as verification of product flow, handling and disposition of materials, and keeping optimum branches inventory in cooperation with the Purchasing & Logistics Manager
	Handles customer complaints that are related to delivery and logistic issues and assists Quality Officer in investigating and resolving them
	Make sure that the team complies with established company policies, procedures and standards such as safekeeping of company funds and property; maintain all safety and security policies of the company
	Develop departmental objectives that align with the company’s vision and mission; recommend, implement and administer methods and procedures to enhance operations methods and procedures to enhance operations
	In coordination with Purchasing & Logistic Manager, assess the cycle of each family and the slow moving items in order to take preventive, corrective actions
	Plan and lead monthly meetings among Warehouse Officers to facilitate communication and interaction between branches, promote high moral and team spirit, and enhance departmental productivity
	Formulate, develop, implement and evaluate the physical count procedure
	Liaises with Human Resources Manager to ensure growth of drivers and labors: coaching, training and motivating them to be pro-active and solution provider. In addition to coordination concerning staff leaves & absences.
	Reports to Assistant Chair- General Manager when detecting a poor physical condition of warehouse equipment or when requiring a new fixed asset
	Set yearly budget in coordination with the Warehouse Officers to be submitted to top management
	Liaise with Human Resources Manager by giving recommendations for hiring, firing, relocations, evaluation, training, coaching and problem solving
<b>Job Location</b>	Jounieh- Beirut
	Lebanon
<b>Working Days</b>	Monday to Friday- Saturday
<b>Working Hours</b>	From 7:30 AM till 4:00 PM- From 7:30 AM till 1:00 PM

## **Contact Us**

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