

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-833-2022
Company Name	LOGISTICA SAL
Industry	Warehousing and distribution logistics services
Vacancy	Purchasing and Forwarding Executive
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-Time
Major(s)	Business Administration or bachelor's degree in related fields
Degree	Bachelor's degree, Diploma/Degree in Logistics/Supply Chain or equivalent are preferred
Years of Experience	Minimum 5 years' experience in freight forwarding
Location	Logistica - Dekwaneh
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Logistica is looking for a Purchasing and Forwarding Executive to join the team:</p> <p>Responsibilities</p> <ol style="list-style-type: none"> 1. Responsible for day to day forwarding related matters to meet the Customer demands. 2. Communicate and receive/send pre-alerts to all stakeholders: shipping lines, airlines, shipping agents, freight forwarders and local customers. 3. Manage all administrative matters of freight and customs operations: bookings, orders tracking, documentations, custom declarations, cash outlay co-ordination, shipments follow-up, monitor clearance & deliveries. 4. Manage timely receipt and submission of documentation for import and export of air/sea freight clearance: AWB, HAWB, Permits,

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Manifest, Commercial Invoice, Packing List, Bill of lading, Certificate of Origin, Hazardous Cargo Declaration etc.

5. Co-ordinate Import and Export freight bookings including Air / Sea (FCL/LCL) / Cross Border Trucking / Inland Clearance & Trucking.
6. Track and trace shipments, researching and resolving any issues regarding billing or shipping discrepancies, communicate timely correspondence back to both customers and vendors

Qualifications

1. Minimum 5 years' experience in freight forwarding.
2. Candidate with diploma or degree in Logistics/Supply Chain or equivalent are preferred.
3. Excellent knowledge of Freight Forwarding (Import/Export/Cross Trade/Ocean/Air/Trucking) and regulatory requirements
4. Proficient in handling shipping documents and familiar with INCOTERMS
5. Knowledge in permit declaration, chamber certificate of origin