

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-282-2022
Company Name	Robert's Group Holding
Industry	Retail / Entertainment
Vacancy	Logistics Officer
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Transport & Logistics
Degree	Bachelor in Business Administration
Years of Experience	3 – 5 years of experience
Location	Zouk Mikael
Remuneration & Benefits	Salary part in USD & Part in LBP
Currency (LBP, Dollar, Lollar)	USD / LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Follow-up orders and orders confirmation with suppliers respecting delivery deadlines.</li> <li>• Checking draft documents of each shipment before issuing the original ones</li> <li>• Checking the customs bayan stating the customs, vat and stamps to be paid for each shipment and informing the financial manager to prepare and cover its amount.</li> <li>• Issue the expected landing cost for each item shipped by filling all freight, clearance, marketing, handling, name license, customs and vat duties in the Shipping Cost file</li> <li>• Issue payment vouchers for the clearance and customs duties</li> <li>• Arrange delivery of goods to warehouse, plan routes and process shipments and comply with laws, regulations and ISO requirements</li> <li>• Ensure carrier compliance with company policies or procedures for product transit or delivery.</li> <li>• Negotiate transportation rates or services.</li> </ul>