

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-296-2021
Company Name	Fast Bolloré Logistics S.A.L.
Industry	Freight Forwarding Solutions
Vacancy	Air Freight Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FT
Major	Transport and Logistics
Years of Experience	Fresh Graduate or Minimal Experience
Education	Fresh Graduate
Location	Gemayzeh
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> -Daily operation - booking & follow up with agents and clients -Handle cross trade operations and all related tasks for specific countries -Controlling shipping documents to match with instructions given -Follow-up and coordination with sales department, clearing department and others if needed -Define selling rates to agents -Updating buying rates with agents and negotiating best prices -Phone calls and e-mails (clients and agents) -Invoicing and follow up with agents if adjustment is needed -Follow-up credit note and additional invoices with the accounting department if needed -Follow up fines caused by agents with them