

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-380-2022
Company Name	AJA Group Holding
Industry	Investment Management
Vacancy	Logistics Officer
Number of vacancies for that position	4
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business Administration - Distribution & Logistics Management
Degree	Bachelor
Years of Experience	1 to 3 years
Location	Antelias
Remuneration & Benefits	Salary + Medical Insurance
Currency (LBP, Dollar, Lollar)	TBD
Tasks & Responsibilities	<p><u>Tasks :</u></p> <ul style="list-style-type: none"> <li>• Handle import, export and cross shipments from A to Z</li> <li>• Track shipment process ETD/ ETA</li> <li>• Documentation &amp; Filing</li> <li>• Provide Time Tables to clients and suppliers</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>• Familiar with Shipping Incoterms</li> <li>• Effective Communication with Suppliers, Clients, Forwarders</li> </ul>