

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-428-2022
Company Name	Silk Mile
Industry	Logistics
Vacancy	Logistics Coordinator
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Logistics, Business Administration
Degree	Bachelor
Years of Experience	1-3
Location	Ashrafieh, Rue Nassif Al Rayyess, Block B Top End Building , 9 th Floor.
Remuneration & Benefits	Salary Range between 4,500,000 L.L. to 6,000,000 L.L.
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Manage orders and arrange stocking of materials and equipment to ensure they meet needs. • Plan and track shipment of final products according to customer requirements. • Communicate with suppliers and customers to achieve profitable deals and mutual satisfaction. • Maintain logs and records of warehouse stock and executed orders. • Recruit and coordinate logistics staff (e.g. truck driver's) according to availabilities and requirements. • Prepare accurate reports for upper management. • Prepare accurate invoices and quotations. • Coordinate daily operations. • Develop strong business relationship with clients and ensure the future development for their businesses. • Coordinate with the agents to ensure the flow of the shipment to destination. • Complete the selling for quotations and hand back the prices to officer and keep record for every request.

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- Maintain and share with colleagues as appropriate, personal knowledge of all relevant import/export law and procedures; tariffs and duties; licenses and restrictions.
- Be able to continue any shipment from any stage in unexpected circumstances.
- Send inquiries for agents to get rates.
- Send clients the proposals after selling.
- Follow up with clients to get feedbacks.
- Keep record of all sent proposals (marked if accepted or not).
- Build a list with preferred agents from all networks and countries.