

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-504-2021
Company Name	LOGISTICA SAL
Industry	Warehousing and distribution logistics services
Vacancy	Logistics Coordinator
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
Years of Experience	3 years of experience in the related field
Location	Logistica – Hadath Lebanon
Remuneration & Benefits	To be discussed
Tasks& Responsibilities	<ul style="list-style-type: none"> - Collects orders from all restaurants and sends them to the warehouse - Arranges stores schedules deliveries as agreed with the customers' requests - Handles customer complaints and follows up on corrective and preventive actions - Collects and analyzes all data related to the KPIs of the restaurants and makes sure to recommend necessary improvement actions - Secures analytical reports and documentation requested by restaurants as applicable - Secures back up for the Logistic Coordinator Operations - Highly competent in customer service - Excellent communication and negotiation skills