# Saudi Arabia Jobs Expertini®

# **Logistics Officer**

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Company: Agroshipping LLC (Dammam)

Location: Saudi Arabia

Category: other-general

#### Job Summary

This function involves the overall management and administration of all logistics activities of the company.

Responsibilities/Accountabilities

- Manage & oversee all logistical activities related to importing of materials and equipment.
- Manage & oversee all warehouse related activities and personnel.
- Manage & assume responsibility for company-wide inventory control.
- Manage & oversee the yarding, storage and shipping out of finished goods.
- Manage relationships with suppliers, customs brokers, clearing agents, carriers, freight forwarding and transportation companies.
- Maintain & update departmental procedures and work instructions in-line with ISO9001 & company QMS requirements.
- Build & maintain relationship with all local Saudi Government entities, including Saudi Customs, Modon, SECO, MOCI, SAGIA, Labor Office, Immigration, etc.
- Represent company at local Saudi government agencies, as and when applicable.
- Effectively manage & develop Logistics team in company.

## Qualifications/Requirements

- Flexible, able to accept and respond to multi-task assignments quickly and readily.
- Ability to think ahead, anticipate problems, make decisions, and take appropriate actions.
- Effective leadership style and ability to use appropriate interpersonal skills to guide individuals / groups towards task accomplishment

• Standard work week is 40 hours, but must be flexible to attend to urgent matters as required / assigned during evenings and/or weekends as applicable.

Education & Experience

- 2-3 years of experience in similar role
- Bachelor s Degree in science / engineering, or equivalent obtained by work experience.
- Good working knowledge of Outlook, Microsoft Word and Excel

## **Desired Candidate Profile**

**Education:** 

Any Graduation()

Gender:

nm

Nationality:

Any Nationality

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