

Job Responsibilities:

- Managing all aspects of the dispatching process, including training, scheduling, monitoring performance, and responding to customer complaints
- Planning and managing logistics, transportation and customer services – Tracking, Checking of Invoices of Logistics providers etc
- Resolve any arising problems or complaints - Solve the all issue related to in transit material
- Establishing and managing incoming and outbound shipments.
- Collaborating with different divisions within the Organisation to enhance logistics
- Supervising/training the remainder of the logistics team's job
- Supervising the process of importing and exporting a product
- Developing procedures and systems for scheduling and tracking procurement and distribution operations. – Updating Trackers/Emails within and outside of the organisation.

Skill Required:

- Currently pursuing Graduation or Graduates can apply
- Computer proficiency - Beginner/intermediate in computer Skills – MS Word, MS Excel and Outlook
- Communication skill - Should have verbal, writing knowledge of English
- Customer service skill - help your customer needs to create a positive experience.
- Interpersonal skill - interact and communicate with others positively and with a smile.
- Problem-solving skill - determine the source of a problem and quickly find an effective solution.

Salary: As per Industry & Candidate standard.