



JLX International DMCC

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Job Title: LOGISTICS OFFICER

Mandatory: Valid U.A.E Driving License

Requirements/Qualifications:

- Bachelor Degree in Logistics/Customs or related field
- Good oral and written skills
- Work logic and systems understanding communication
- Ability to work well with management and staff at all levels
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Professional, Goal-oriented and organized team player
- Can adapt quickly to change and deliver under the pressure of deadlines
- Having a pleasing personality
- Proven work experience as Logistics Officer, or similar role (at least 1-2 years)

Job Description:

1. Responsible for making shipment arrangements for inbound and outbound.
2. Negotiate prices with logistic companies/shipping companies and freight forwarders to ensure availing the best market rate
3. Booking in deliveries and liaising with customers.
4. Booking sub-contractors and ensuring they deliver within agreed terms.
5. Handling shipment clearances
6. Tracking and monitoring shipments to ensure on time delivery
7. Forward and follow-ups shipment invoices to accounts for payment
8. Develop reports on cargo movements and various operational logistics issues.
9. Update stakeholders on the status of their shipments in transit
10. Communicating effectively with clients and responding to their requirements.
11. Coordinate and present logistics support to ongoing operations

Email your application at cv@jlx-international.com