



Job Title	LOGISTICS /Warehouse Manager
Report to Manager	Supply Chain Manager
Supervise	Logistics team leaders, Shift In Charge,, logistics team.
Role Purpose	Logistics Manager directs and manages the daily activities of the Logistics Department.

Working Relationships Internal with all department as needed

External relationship with customs, track drivers and shipping companies.

Duties and responsibilities

- Supervise daily all import / export and logistics activities.
- Pass all internal and external information to logistics personnel.
- Arranging the transportation (suitable trucks/trailers) for deliveries, and that the deliveries to the consignee / customer are done in accordance with the e-mail received from Sales and in the most economical way.
- Checking all freight bills / invoices to assure prompt payment to Forwarding and Transports Company.
- Obtain quotations from transportation companies / shipping companies and to review these rates accordingly every month by getting competitive rates.
- Issuing and checking all documentation concerning export shipment by Sea.
- Arrange with the insurance company to settle any claim, and to carry out inspection by surveyor to insure import cargo received in good conditions.
- Finalizes yearly budget requirements for all import/export and logistics department.
- Gives recommendation for all import/export and logistics personnel on personnel salary, promotion and regularization.
- Checking import departments and insure that system to be updated in daily basis.
- Follow up the stock and advice the sales to arrange delivery accordingly.
- Follow up the import shipment to be declared in time to avoid any delay and demurrage.
- To arrange export shipment by Air Freight from Jebel Ali Free Zone.
- Perform other tasks assigned by the General Manager

Health and safety

- Take reasonable care to look after their own health and safety
- Safeguard the health and safety of other people affected by their work
- Co-operate with their employer's health and safety procedures
- Use tools and other equipment properly, according to relevant safety instructions and any training they have been given
- Do not misuse equipment provided for their health and safety

Qualification and Skills

- Must be a university graduate
- With at least five (7-10) years experience in the field of logistics, shipping and air freight and land freight.
- With good leadership ability and managerial skills in planning, organizing, leading and controlling.
- Computer literate and must be of good moral character.
- Can relate well and must know how to deal with people at all levels.

For interested candidates Please send your resumes to HR@arabpack.com – with the subject line mentioning the role that you wish to apply