

Company Name: ABC Customer Service

Number of Vacancies: 1

Designation: Logistics Coordinator

Joining Date: 14 Mar 2025 (flexible)

This position of Logistics Coordinator is for our client, a major Logistics company based in Dubai. Work location will be in our office in Kochi.

Job Objective:

- Coordination with vendors, clients, shipping agents and management regarding enquiries for logistics services provided by the company.

Job Description:

- Telephonic coordination with clients and vendors
- Updating of company's ERP system
- Basic accounting (not too much knowledge required)
- Data entry on government portal
- Attending sales calls from google ads
- Emailing customers, quote, general coordination etc
- Coordinating with shipping agents for shipment related cost updating, taking rates from vendors etc
- Lead generation and sales coordination

Full fledged training shall be provided before the process begins.

Location: Vennala, Kochi

Industry: Logistics

Client Geography: International (Middle East)

Timing: 10.30hrs to 19.30hrs

Gender preference: Males

Working days: Monday to Saturday. Sunday holiday.

Language fluency written: English (fluent)

Language fluency spoken: English (fluent) (Malayalam, Hindi and Tamil added preference)

Computer Knowledge: Business emails, Working experience in MS Outlook, Excel and MS Word, Internet Browsing, comfortable in using softwares

Work Experience: Minimum 1 year experience in any back office operations profile. Preference to candidates with experience in Logistics and having any UAE experience. This position is not open to freshers.

Minimum Qualification – Any degree Graduate. Preference for candidates who have done Logistics course.

Candidates with own vehicles preferred. There is no company-provided transportation.

Salary: Between Rs 18,000 to Rs 25,000 per month fixed (Based on work experience and performance in interview)

If candidate performs well, there is future career scope of leading a team.