



## Vacancy summary

# Logistics Coordinator

GE01444431

Tbilisi, Georgia

**Education :** Without high

**Experience :** no experience

**Industry :** Council / consulting

**Position :** Logistics / Supply / Purchase

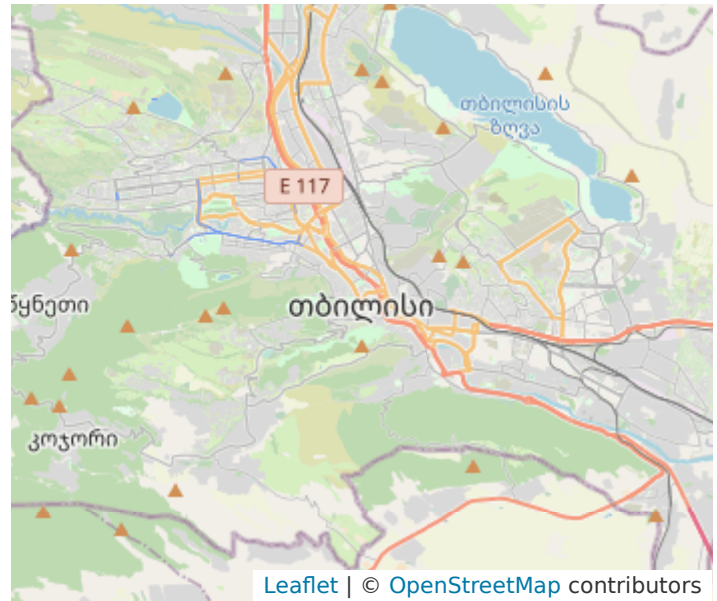
**Mobility :** International

**Contract :** Contract

**Availability :** Full Time

**Salary :** 1 500GEL

## Vacancy location



## Vacancy details

US based Logistic Company is expanding horizons and looking for result-driven dispatchers to open a new affiliate in Tbilisi.

Requirements:

English — Upper-Intermediate/ Advanced level is a must;

Experience will be great plus, but corporate training is provided;

Strong verbal communication, decision-making, and negotiation skills;

Be a problem solver and diffuse tense situations;

Attentive to details;

Stress-resistance;

Ability to multitask;

Computer proficient.

#### Key responsibilities:

Assisting company drivers;Assisting contractorsBuilding and maintaining relationships with existing clients.Building and maintaining relationships with expedited vendors and shippersTracking load orders at all steps;  
Making timely critical updates via phone, email, etc;  
Accepting calls and assisting with the inquiries;  
Providing our clients with the highest customer service level;  
Problem-solving;

#### We do offer:

Friendly team and atmosphere;Teambuildings;  
Comfortable office, coffee, team and cockiesHard work is rewarded with opportunities here;Greate bonus system

#### Schedule options:

##### Main shift:

Monday — Friday 16pm. — 01:00 am

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+90 (534) 714-4325 (What's app/Viber/Telegram)

## Contacts

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**mobile:** (+995) 591 06 46 78