08.02.2021

Position Title: **Logistics Coordinator**

Location: **Baku, Azerbaijan**

Employment type: **Full-time**

Starting date: **ASAP**

International freight forwarding company Logistics Solutions is hiring for a position of Logistics Coordinator for our Baku office. Main goal is to assist sales team or directly customers by providing competitive quotes/proposals based on their requests and operational fulfillment of confirmed orders.

Responsibilities:

- Processing RFQs received directly from customers or through sales department
- Negotiating with existing suppliers and approved vendors of the company for best terms and conditions
- In case of need, finding and proposing new vendor/supplier as per company procedure
- Working out most cost-effective and fast delivery scheme of customers' goods and proposing same to customers
- Negotiating with the vendors/suppliers to achieve best cost for procured services
- Preparing quotes and proposals based on customers' requests and submitting to sales department or directly to customers
- Constant follow-up of submitted quotes/proposals and chasing the customers to convert proposals into orders
- Processing of confirmed orders as per agreed terms and conditions
- Order fulfillment at operational stage and coordinating shipments' flow by different means of transport (air, road, sea, rail) incl. but not limited to operations in ports, terminals, until handover to the consignee and closing the file
- Cross-selling of other company services to the customers

Requirements and skills:

- Bachelor's degree in business, logistics or related field.
- Experience in logistics and transportation field on similar position is a must.
- Interpersonal skills for building and developing relationships with clients/vendors/suppliers
- Deep knowledge of logistics business
- Excellent operational knowledge of cargo transportation by all means of transport (air, sea, road, rail)
- Knowledge of Incoterms and general customs regulations

- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Negotiation and decision-making skills
- Proficient in Word, Excel, Outlook.
- Fluent in Azeri, English and Russian, both written and spoken.

Remuneration package:

- Competitive salary
- Corporate mobile phone

If you think that you have enough experience and suitable qualifications, please send us your resume with a cover letter and references to: careers@ls-int.com

Please, don't forget to indicate position / job location in subject line of the email message, otherwise your application will not be considered.