



Position Title: **Operations Manager**

Location: **Poti, Georgia**

Employment type: **Full-time**

Starting date: **ASAP**

International freight forwarding company Logistics Solutions with headquarters in Tbilisi, Georgia and offices in different countries worldwide is hiring for the position of Operations Manager for our Poti office for operational support of Poti port office.

**Responsibilities:**

- Operational processing of confirmed orders as per instructions received from other offices
- Manage and oversee all operational processes of the Port Office, including cargo handling, customs clearance, documentation, and billing.
- Organization and supervision of cross-docking and transshipment operations at various terminals
- Planning and managing various operations (import/export/transit) at the same time
- Dealing with port/terminal planners and operations department for coordination and planning of cargo handling operations, vessel discharge, terminal operations, lifting plans, etc.
- Develop and maintain relationships with port authorities, customs officials, railway authorities and other stakeholders to ensure smooth operations and timely delivery of goods.
- Plan and coordinate the use of equipment and personnel to maximize efficiency and productivity.
- Ensure the proper handling of dangerous goods, perishable cargo, and other sensitive shipments.
- Deal with customs office for import/export/transit clearance of goods.
- Develop and implement policies and procedures to improve operational efficiency and quality of service.
- Develop and maintain expertise in customs regulations and export control laws, and keep abreast of any changes or updates.
- Ensure compliance with all relevant laws and regulations related to customs clearance and export/import/transit control, including licenses, international sanctions' policies and laws, restricted party screening, and documentation requirements.
- Work closely with the Customer Service and Operations teams to ensure that all customer requests and inquiries related to customs clearance and export control are addressed promptly and professionally.



- Plan and assign work to team members to ensure that all operational processes are completed accurately and on time.
- Ensure that the team follows all company policies and procedures, including safety regulations, quality standards, and ethical practices.
- Create reports to communicate operational performance to management.

**Requirements and skills:**

- At least 3 years of experience in similar role in the forwarding industry is a must.
- Excellent communication and interpersonal skills, with the ability to build
- Deep knowledge of Incoterms and general customs regulations
- Ability to manage complex inquiries and multitask.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Ability to work under pressure
- Driving license and personal car
- Proficient in Word, Excel, and Outlook.
- Advanced in Georgian and Russian, both written and spoken. Good knowledge of English language will be considered as advantage.

**Remuneration package:**

- Competitive salary
- Corporate mobile phone
- Medical Insurance

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](mailto:careers@ls-int.com)

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