

Position Title:	Logistics Officer
Department:	Planning Department
Directly reports to:	Senior Planning Manager
Direct Reports:	N/A

Job Summary	The Logistics Officer is responsible for overseeing logistics operations and supply chain management, ensuring efficient movement of goods, compliance with regulations, and cost optimization.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> Plan and manage logistics operations: procurement, shipment, transportation, warehousing, and distribution. Coordinate and optimize transportation schedules and shipment routes with suppliers, brokers, and forwarders. Handle customs clearance and documentation, including import/export, chemical declaration files, and applying for Certificates of Origin (CO). Track and monitor shipments, maintain accurate records, and resolve delays or issues. Prepare reports, evaluate logistics partners, and implement process improvements to enhance efficiency and compliance. Support the negotiation and management of contracts, SLAs, and performance benchmarks with overseas logistics providers under management guidance. Coordinate warehousing, fulfillment, and transportation services provided to clients. Monitor fulfillment performance, delivery timelines, and customer satisfaction. Perform other related tasks as assigned by manager.
Skills and Abilities	<ul style="list-style-type: none"> Knowledge of international trade and customs law. Proficiency in logistics software, Microsoft Office, SAP, and customs declaration systems. Good English skills in speaking and writing. Strong analytical skills and ability to prioritize multiple tasks. Good time management skills to ensure efficiency in service delivery.
Experience and Education	<ul style="list-style-type: none"> Bachelor's degree in Logistics, Supply Chain Management, or related field. At least 3 years of experience in logistics, customs, brokerage, or supply chain roles.
Contact	Interested? Please send your application to Career@kurz.vn