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

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| 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 |