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# Great Jobs

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## **LOGISTICS ADMINISTRATOR \***

**TBILISI, GEORGIA**

### **DUTIES**

- Supporting smooth and optimal process in Logistics Dept.
- Ensuring company standards and client KPI-s are met
- Entering data and processing orders in warehouse system
- Releasing and monitoring customer orders
- Point of contact for status on services and delivery of goods
- Ensuring that all relevant invoices and documents are accurate, as well as maintaining customer records
- Processing internal and external reporting based on client/ company requirements

### **OFFER**

- An exciting and diverse field of activity
- International working environment
- Attractive framework conditions
- Free space for own ideas and to implement them

### **PROFILE**

- You are strong team player with high sense of responsibility and ability to prioritize
- Solution-oriented mindset, high attention to details and analytical approach to tasks
- Strong customer service attitude with focus on quality
- Minimum 2 years working experience in related field
- Excellent written and verbal communication in Georgian, English and Russian
- Profound knowledge of warehouse processes systems

***With a history of over 550 years, Gebrüder Weiss is the oldest logistics company in the world - and one of the most successful. The foundation of this success? Our employees. Because we give them the freedom to find new approaches and play an active part in shaping the future - at more than 170 locations worldwide. Excellent career prospects for all people who love mobility.***

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Please note, based on necessity of the open position, company can request additional documentation, also can process your information and check its correctness. Company shall retain your information for 2 years after submission for the further job openings. By submitting your information to this advertisement, you consent to abovementioned rules. In case of questions and further clarifications on any of the points, please contact us: Gebrüder Weiss LLC, Europe str. 4, [hr.georgia@gw-world.com](mailto:hr.georgia@gw-world.com)

**WE LOOK FORWARD TO RECEIVING YOUR APPLICATION!**

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**Gebrüder Weiss**   
Transport and Logistics