



## **TRANSPORT ADMINISTRATOR\***

**YEREVAN, ARMENIA**

### **DUTIES**

- Organizing and supervising daily Transport process in both Import and Export directions
- Regular contact with consolidation hubs, planning shipments and coordination with providers
- Regular coordination with other departments and branches to ensure timely and accurate processing of the shipments
- Daily upload and update of shipment information in company electronic systems, accurate processing of data
- Regular contact with clients during transportation, ensuring high level of accuracy and customer support

### **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 target-oriented mind-set
- You have outgoing personality and can-do attitude
- You have persuasiveness and ability to deal with difficult/stressful situations
- You have at least 2 year working experience, preferably in Transport and Forwarding business
- You have excellent written and verbal communication in Armenian and English, knowledge of Russian would be an asset.
- You have Bachelor degree in Business related field

**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 180 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: Gebruder Weiss LLC, Europe str. 4, hr.georgia@gw-world.com

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

Nino Okruashvili

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We kindly ask to send your CV in English

**Gebrüder Weiss**   
Transport and Logistics