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TRANSPORT ADMINISTRATOR*

TBILISI, GEORGIA

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 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

PROFIL

- Strong Team player with target oriented mind-set
- Outgoing personality with excellent communication skills
- Persuasiveness and ability to deal with difficult / stressful situations
- At least 2 year working experience, experience in Transport and Forwarding business is highly welcomed
- Excellent written and verbal communication in Georgian and English is absolute must, good knowledge of Russian shall be an asset
- Bachelor's 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 150 locations worldwide. Excellent career prospects for all people who love mobility.

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WE LOOK FORWARD TO RECEIVING YOUR APPLICATION!

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