
Department: Logistics

Senior Logistics Specialist

Job Family

Title: Senior Logistics Specialist

Company: Serrta Holding

Job Purpose: Sourcing, negotiating & maintaining relationship with suppliers in order to provide optimal purchasing terms & conditions; supervising the deliveries to clients (locally & internationally) as well as the management of the warehouses & stock control.

Main Duties:

- Supervise & update inventory for all purchase items to prevent shortage, whilst, avoiding overstock, and excessive financial burden.
- Monitors all purchase requisitions submitted to the purchasing unit; resolves all extraordinary complaints, problems, & difficult situations with departments and/or vendors to maintain smooth & proper functioning of the department.
- Maintains & reconciles the physical inventory; reviews & enhances stock management techniques by upgrading planning system & forecasting methods & tools to ensure proper demand.
- Plans & implements export strategy & activities to remain consistent with overall aims & requirements of the organization.

Experience and Education:

- Bachelor degree in Business Administration/ Finance/ Economics or Engineering, MBA is a plus
- Telecom-related experience.
- Good knowledge of Import/ Export procedures & practices.
- Detailed knowledge with Import/ Export regulations in Middle East & North Africa.
- Good product knowledge (Telecom equipments)
- Languages: Arabic, English, French is a plus

Core Competencies:

- Teamwork
- Organization skills
- Customer focus
- Negotiation skills
- Quality oriented

Reports to: COO
