

Job Description

Position: Administrative & Logistics Coordinator

Incumbents: 1

Location: Grand Baie, Mauritius

Report to: Logistics Manager

Approved by: Managing Director

Job Description: Together with the Logistics Team, manage the safe, cost effective and client specific distribution of cargo to internal warehouses and clients by controlling the logistics cycle.

Responsibilities:

1. Interacting with clients to understand the urgency of cargo, specific client needs and ensure free flow of communication.
2. Interacting with transporters and warehouses to ensure that the clients' delivery dates, product requirements and documentary requirements are met.
3. Arrange pre-shipment inspections with appointed inspection companies.
4. Maintain delivery schedules and track deliveries to ensure deliveries are met.
5. Represent Magnesia Solutions Ltd and its associated companies in a professional manner.
6. Arrange documentation related to the successful movement of cargo.
7. Ensure constant availability to clients to manage urgent problem solving.
8. Proactively identify problems and report to the management.
9. Supporting the Financial Manager with administration, the capture of data and month end accounts.

Job Requirements:

Qualifications: Degree Holder in relevant field or relevant professional qualification.

Technical Skills: · Have excellent verbal and written communication skills.

· Have the ability to work under pressure and pay attention to details.

Competencies: · Adaptability to change

· Teamwork

Experience: Not required

