



Urban
Logistic
Services

- POSITION:** International Logistics Specialist
- DEPARTMENT:** Commercial
- OPENING DATE:** 01.11.2016
SCHEDULE: Mon. – Fri. 09:00-18:00 (flexible schedule needed)
- LANGUAGES:** Armenian (Excellent), English (Good), Russian (Good), both oral and written.
- MAIN FUNCTION:** Responsible for managing the relationships between ULS international transport clients and transportation companies, including preparation of pricing and documentation, and management of shipments.
- REQUIREMENTS:**
- Business education at university level, with preferably a logistic focus
 - Computer skills (MS-office)
 - Communicative, pro-active & flexible personality, fast learner
- MAIN TASKS:**
- Maintain customer relations and communicate with transportation companies
 - Prepare all necessary transport documentation for international shipments
 - Daily management and coordination of shipments.
 - Establish and coordinate rates and schedules with transportation companies
 - Management reporting and identification and provision of solutions to any issues encountered.
- HOW TO APPLY:** Send CV in **English** to HR@ULS.am.