

S/N	82
Job Title	Logistics coordinator
Experience	Minimum 4-5 Years' Experience in Oil & Gas Field with similar experience
Qualification	Minimum Qualifications for this position is Diploma in Mechanical Engineering or similar
Principal Responsibilities	a. To plan, monitor, coordinate and ensure receipt of all goods/materials etc. ordered via Air/Sea/Land, responsible for delivery to the concerned project unit within the least turnaround time. Brief Supervisor duties and responsibilities is given below: b. Coordinate internally with Procurement for expected delivery of goods/cargo via Air/Sea/Land and track cargo with the Consignment Code. c. Coordinate with the respective authorities at the Airport and Seaport and custom clearances of Cargo. d. Responsible for collating all the necessary documents (signed commercial legalized invoices, certificate of origin, letter of credit etc.) for clearance of cargo. e. Coordinate with Finance for issuance of letter of credit and other bank related documents pertaining to cargo. f. Coordinate with respective custom authorities and check if there are any custom charges to be paid and responsible for payment of custom charges. g. Coordinate with respective Project Unit upon receipt of cargo for mobilization/discharge of cargo. h. Ensure on-time return of empty containers/trailers to the respective Port upon delivery of cargo to the respective Unit. i. Coordinate with the respective Project store coordinator and ensure the receiving transaction (RT) is updated on the system.