

SERVICE LOGISTICS COORDINATOR

QUALIFICATIONS

- Bachelor's Degree Holder.
- At least 2 years experience in logistics, supply chain, and customer service operations.
- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Knowledge of ERP or other logistics-related systems is a plus.
- Must be currently residing in **Naga, Camarines Sur**.

RESPONSIBILITIES

- Coordinate and oversee the end-to-end logistics operations:
 - Monitoring the inventory levels and initiating stock replenishment.
 - Route planning or booking of trucks for transloading and store deliveries.
 - Coordinating order updates and addressing any inquiries to enhance customer satisfaction and ensure smooth operations.

Build a rewarding career and enjoy our additional benefits!

For those who are interested, you may reach us through **09176319475**