

**WE'RE LOOKING FOR**  
**SERVICE LOGISTICS COORDINATOR**  
**(Work base: Taytay, Rizal)**

**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

**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 willing to be assigned in Taytay, Rizal

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

**Email: [vfihrluzon@gmail.com](mailto:vfihrluzon@gmail.com)**

**Mobile numbers: 0917-312-9687 / 0917-861-6491**