



	Job Description	Date	
		Revision	
Job Title: Logistic Coordinator			
Department : Operations		Reports To : Operation Manager Industrial Services	
<p>Job Summary: Coordinates all activities regarding the transportation of all Equipments, Tools and Tackles to project site. Mob /Demob of the site. Preparation of IDS, Loading /unloading of equipments. Providing of logistic Support at sites during Shut down / Turnaround works.</p>			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Coordinates in transporting all materials, goods, equipment at sites after consultation with Operation Manager. 2. Coordinates in arranging the lifting equipment such as Cranes, boom truck etc and mobilize them at site as per the requirement. 3. Track and document logistics calls to ensure customer satisfaction 4. Responsible for maintaining accurate specimen logs 5. Responsible for specimen pick-ups and communication within and outside the department. 6. Will work with Operations Manager to maintain cost analysis of each clients account in order to meet Budgetary constraints. 7. Assists in vendor selection and pricing in order to get the correct party. 8. Makes sure that quality assurance and quality checks are maintained 9. Assists in training of company personnel as assigned 10. Coordination with other operational departments 11. Other general administrative support duties 12. Familiar with and enforce all company's policies and procedures. 13. Keep proper record of maintenance of construction equipment and vehicle. 14. Follow up with procurement dept and operation dept to maintain the minimum level of spare part of equipment and vehicle. 			
<p>Secondary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Complies always with all Company safety procedures and regulations. 2. Ensure attends in all Company sponsored craft-enhancing training courses and or seminars as required. 			
<p>Other skills and competencies:</p> <ol style="list-style-type: none"> 1. With good communication, interpersonal skills and good command in English language. 			
<p>Work Experience At least 5 years in Logistic support field in construction and maintenance field. Middle East experience is an advantage.</p>			
<p>ACADEMIC EDUCATION: Minimum of High School graduate/level.</p>	<p>CERTIFICATIONS: Diploma</p>	<p>LICENSES:</p>	



TRAININGS: College graduate/Diploma in Purchasing Minimum of Associate Member of the Institute of Material and Procurement (or equivalent).	WORK CONDITIONS: Can work with less supervision and under pressure.
	OTHER REQUIREMENTS: AGE: MINIMUM – 30 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.