

Job Vacancy

Delivery Coordinator

I. COMPANY PROFILE

A boutique furniture store, located in Beirut and offering modern ready home furniture of high quality. It was established in 2017 and has been maintaining a steady growth since then. This growth has been accompanied by a development of the company structure and its team. Currently, the company is looking to expand its team by hiring for a couple of positions among which the delivery coordinator.

II. ROLE

The Delivery Coordinator is a key position in the organization, which aims at maintaining an exceptional customer experience. The job holder shall manage daily distribution operations to ensure complete orders are delivered in a timely manner, the delivery processes are running smoothly and effectively, necessary paperwork is properly completed and the information system is updated. The job holder shall oversee a team of delivery clerks and shall be continuously coordinating with the managers in other departments.

III. DUTIES AND RESPONSIBILITIES

- Use software to track, check, prioritize and route orders
- Prepare and ensure completion of all important documents such as pick slips, Feedback form, etc.
- Oversee the flow of products from preparation to delivery and proactively solve problems that might cause delays.
- Resolve issues regarding delivered orders
- Collaborate with warehouse, purchasing and other managers to optimize processes
- Supervise and lead subordinates (receiving clerks, order pickers etc.)
- Report to management on activities and issues

IV. REQUIREMENTS

- Bachelor's degree in Supply Chain, Logistics, Business Management or any other related field
- Minimum 3 years of experience as Delivery Coordinator, preferably with previous experience in the furniture industry
- Previous experience in directing and evaluating subordinates preferably carpenters-delivery drivers-etc
- Excellent knowledge in delivery procedures.
- Strong attention to detail and able to solve problems
- Excellent organizational and communication skills
- Good time management and memorization skills
- Excellent computer skills; MS Office (especially Excel)
- Team player with strong follow up skills
- Fluency in Arabic and English. French is a plus

Candidates can send their CVs to info@purplemartin-me.com (while mentioning the position in the subject) or they can apply through our website on the following link, [Delivery Coordinator](#)