

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV323

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	Logistics Coordinator	Academic Major:	Supply Chain Management & Logistics
Salary Range:	15,000-25,000 AED	Years of Experience:	Fresh Graduate to 2 years of experience
Job Location:	Al Ain/Al Marfaa	Job Type:	Full time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	ROLE PURPOSE: To contribute to the pre-season planning of the receiving centres' requirements (tools, temporary employees, etc.) in order to ensure readiness for the peak season in a cost effective and timely manner, thus contributing to the smooth flow of dates during the season. KEY ACCOUNTABILITIES: <u>PARTICIPATING IN THE PERPETRATION FOR THE RECEIVING SEASON</u> - Contribute to the planning of the receiving centres' requirements in terms of human and material resources, participating in recruitment of temporary staff with the assist of HR, and coordinating with other department such as procurement, IT, maintenance and quality assurance in order to ensure receiving centres are ready for the upcoming peak season. - In lesion with logistic Manager conduct a meeting with temporary staff prior to the season to update and inform them about the latest logistic rules and procedures. - Train new staff in how to use DRS (Date Receiving system) and issue bill to help them to get familiar with the work elements that enhance their competence and work productivity. <u>RECEIVING CENTRE OPERATIONS</u> - Supervise the activities of temporarily staff such as attendance, performance, etc to ensure that all work is carried out in an efficient and procedurally compliant manner. <u>FARMER SERVICES</u> - Attend to any farmers complaints to ensure timely and effective resolution that meet with farmer satisfaction. <u>QUALITY, HEALTH, SAFETY & ENVIRONMENT</u> - Ensure that all relevant quality, health, safety and environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed. <u>POLICIES, SYSTEMS, PROCESSES & PROCEDURES</u> - Follow all relevant maintenance policies, processes, standard operating		

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

	procedures and instructions so that work is carried out in a controlled and consistent manner. CONTINUOUS IMPROVEMENT Contribute to the identification of opportunities for continuous improvement of receiving centre systems, processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement.
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Excellent communication and interpersonal skills. - Time Management / Organizing - Interpersonal Skills - Ability to work under pressure - Advanced knowledge in agricultural engineering equipment and methods. - Effective verbal and listening communications skills. - Problem solving skills.
No. of Positions Required:	8
Job Close Date:	June

To Apply, UAEU Graduates/Alumni should send their CVs to:

malnauimi@alfoah.ae

And

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV323" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

JOB NAVIGATOR

Locating Your Career Path

