

## **Operations Specialist**

*Freight Forwarding Company*

Location: Hazmieh- Baabda

Major: degree in Business Administration, or any related field

Experience: 2-3 years of experience in operation

Major Responsibilities:

- Send accurate and complete freight quotations in response to inquiries made by sales staff within quotation.
- Contact shipping lines and airlines for freight rates based on the destination/transit time requirements provided by the customer.
- Maintain and update pricing database and submit related monthly reports in an accurate and timely basis.
- Develop and continuously expand a local network of carriers and a global network of agents to ensure the best route, pricing and other freight options possible for customers.
- Maintain strong relationships with vendors (shipping lines, airlines, international agents, and other logistics companies) to obtain updated pricing and freight information.
- Coordinate and solve problems with operations team, carriers and other entities to ensure successful deliveries of customer cargo.
- Handle pricing & submitting quotations for import as well as export shipments.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802