

## **Expediting and Logistics Specialist- Beam**

*Beam International (Offshore) was established in Lebanon in 2002 to undertake a diversity of activities overseas in general trading, construction and building materials, in addition to Engineering services and industrial equipment, supply chain and logistics and commercial representation.*

Major: degree in Business Administration, or any related field

Experience: 3- 6 years of experience

### Major Responsibilities:

- Expedite orders on a timely basis, via phone calls and emails, with the various international suppliers in different manufacturing countries.
- Coordinate all types of shipping orders such as sea freight, airfreight, express, etc. from suppliers all over the world such as the USA, Europe, Africa, etc. to customers in various countries.
- Prepare all types of documents required for each stage of the shipping process on a timely basis (Form M, permits, CCVO, PFI, COC, invoices, etc.) taking into consideration suppliers and clients' specificities and countries' regulatory requirements.
- Request and negotiate quotations and rates from freight forwarders and accordingly select the supplier with the best terms.
- Consolidate orders, whenever possible, to decrease costs and reduce MS documentation while maintaining efficiency and delivery within established deadlines.
- Arrange inland pick-ups from manufacturers to freight forwarders.
- Act as a liaison between suppliers and forwarders to ensure order readiness and collection on a timely basis.
- Coordinate with shipping companies/forwarders and monitor carrier movement to meet agreed delivery dates to clients within the intended condition.
- Review and arrange payment to freight forwarders.

### 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