

International Transport and Logistics Company **Gebrüder Weiss LLC** (Tbilisi, Georgia) www.gw-world.ge is announcing an opening for position in **Logistics Administrator**.

With a history of over 550 years, Gebrüder Weiss is the oldest logistics company in the world - and one of the most successful. The foundation of this success? Our employees. Because we give them the freedom to find new approaches and play an active part in shaping the future - at more than 180 locations worldwide. Excellent career prospects for all people who love mobility.

Position: Logistics Administrator.

Working hours: Full time (09:00-18:00), Monday to Friday, On-site.

Location: Europe Str. 4, 0198 Tbilisi, Georgia.

We offer:

- Competitive salary;
- Health insurance;
- Accessibility on various qualifications trainings;
- An exciting and diverse field of activity;
- International working environment;
- Attractive framework conditions;
- Free space for own ideas and to implement them.

Duties and Responsibilities:

- Supporting smooth and optimal process in Logistics Department;
- Ensuring company standards and client KPI-s are met;
- Entering data and processing orders in warehouse system;
- Releasing and monitoring customer orders;
- Point of contact for status on services and delivery of goods;
- Ensuring that all relevant invoices and documents are accurate, as well as maintaining customer records;
- Processing internal and external reporting based on client/company requirements.

Profile:

- You are strong team player with high sense of responsibility and ability to prioritize;
- Solution-oriented mindset;
- High attention to details and analytical approach to tasks;
- Strong customer service attitude with focus on quality;
- Working experience in related field;
- Excellent written and verbal communication in Georgian and English;
- Profound knowledge of warehouse processes systems.

We look forward to receiving your applications.

Gebruder Weiss LLC provides equal opportunity to the candidates and employees during the pre-contractual and contractual relations and does not discriminate any of them by differentiating or excluding, or giving preference on purpose or by negligence due to race, skin color, language, ethnicity and/or social belongings, nationality, origin, material status or position, status of employment agreement, place of residence, age, sex, sexual orientation, handicap, health condition, religious, public, belonging to political or other unions, including professional association, marital status, political or other affiliations or on any other grounds. During the pre-contractual and contractual relations, including job vacancy announcement/recruitment process and selection employer may obtain information of the candidate only based on his/her professional skills, theoretical knowledge, practical experience linked to the performance of work and evaluates the ability of the employee to work on the particular position.

Please note, based on necessity of the open position, company can request additional documentation, also can process your information and check its correctness. Company shall retain your information for 2 years after submission for the further job openings. By submitting your information to this advertisement, you consent to abovementioned rules. In case of questions and further clarifications on any of the points, please contact us: Gebruder Weiss LLC, Europe str. 4, hr.georgia@gw-world.com.