



Помічник диспетчера, 22000 грн.

📍 Киев, 🕒 13 декабря 2023

Компания: [SPV Logistics INC](https://jobs.ua/company/id/1633047) (<https://jobs.ua/company/id/1633047>) ([Все вакансии](#))

Рубрики: [Логистика, доставка, склад](#)

Пожелания к сотруднику

Образование: не имеет значения
Опыт работы: не требуется
График работы: полный рабочий день

Описание вакансии

We are seeking a dynamic and organized individual to join our team as a Dispatcher's Assistant. The successful candidate will play a crucial role in supporting the dispatching team, communicating effectively with brokers, and ensuring the smooth flow of information. This position requires strong communication skills, the ability to multitask in a fast-paced environment, proficiency in English, and a creative and confident approach to problem-solving.

Responsibilities:

Communication:

Engage in regular communication with brokers via phone and email to provide timely updates on shipments.

Act as a liaison between the dispatching team and external partners to ensure effective information flow.

Multitasking:

Handle multiple tasks simultaneously, prioritize workload, and adapt to changing priorities.

Stress Resistance:

Stay calm and composed in high-pressure situations, resolving issues efficiently and maintaining a positive attitude.

Collaborate with the team to troubleshoot and address any challenges that may arise during the transportation process.

English Proficiency:

Demonstrate strong verbal and written communication skills in English.

Provide clear and concise information in a professional manner.

Reporting:

Generate and maintain detailed reports in Excel, summarizing job-related activities and outcomes.

Ensure accurate and timely reporting to assist in evaluating performance and optimizing processes.

Creativity and Confidence:

Approach challenges with a creative mindset, offering innovative solutions to improve operational efficiency.

Demonstrate confidence in decision-making and problem-solving, contributing to the overall success of the dispatching team.

Qualifications:

Previous experience in a logistics or dispatching role is advantageous.

Proficiency in Microsoft Excel and other relevant software for reporting purposes.

Strong organizational skills and attention to detail.

Excellent interpersonal and communication skills.

Ability to work collaboratively in a team-oriented environment.

Adaptability and a willingness to learn and grow within the role.

We offer:

Remote work

Schedule: Mon-Fri from 15:00 to 01:00.

Stable salary: \$600

The internship is paid

We are waiting for your CV.

Контактная информация

Телефон: +38 (066) 593-39-64

Контактное лицо: Катерина