**JOB DESCRIPTION**

If you're interested in our offer, you should fill out an application, please check link for an application below. Please follow the link to apply for a job.  [https://cp.evaliner.com/application](%20https://cp.evaliner.com/application)

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| Position Title | Logistic and trade manager |
| Salary | $49 ,200.00 USD per year |
| Status | Part-time. |
| Travel | Do not require. |

EMPLOYEES` DUTIES AND RESPONSIBILITIES:

• To undertake training and attend meetings as required and directed by your line manager;

▪ Insert items into container/box;

▪ Prepare records of merchandise shipped;

▪ Post weight and ship charges;

▪ Keep files of shipping records;

▪ Trace missing or misplaced shipments;

▪ Verify receipt of shipments against bills of lading, invoices or other records.

• Discover profitable suppliers and initiate business and organization partnerships;

• Collaborate with key persons to ensure clarity of the specifications and expectations of the company;

• Developing external relationships with appropriate contacts, e.g. bankers and financial organizations;

• Handling cash transactions with customers;

• Collect payments and make orders;

• Keep reports of transactions;

▪ Determine the method of shipment, using knowledge of shipping procedures, routes, and rates;

▪ Compare the quantity and identification numbers of merchandise against orders;

• Negotiate with external vendors to secure advantageous terms;

• Approve the ordering of necessary goods and services;

• Finalize purchase details of orders and deliveries;

• Track and report key functional metrics to reduce expenses and improve effectiveness;

• Receive packages to the Employee’s address;

• Unpack and examine incoming shipments;

• Forward packages using USPS/FedEx Labels;

• Maintain accurate records of items shipped and received.

▪ Verify and keep records on incoming and outgoing shipments and prepare items for shipment;

TRAINING & PROGRESSION

As part of a graduate scheme, you’ll receive formal training in the various systems, products, services and functions. You’ll also receive practical training through structured rotations across various departments such as sales, marketing, logistics. customer service, operations, credit policy and risk management. Opportunities for career progression are strictly based on merit and driven by performance, achievement of set targets, flexibility and your willingness to move. Experienced and talented employees can also move into senior management positions.