

# JOB OPPORTUNITY



## OPERATIONAL ASSISTANCE MOZAMBIQUE

Are you looking for the next step in your career?

We are looking for the right candidate for OPERATIONAL ASSISTANCE position in UPF MOZAMBIQUE Lda., Maputo.

You have minimum 5 years' experience from an operational position in a logistics company, but the most important thing is that you have the right mindset to give our clients the best possible level of service, achieve monthly goals and increase customers satisfaction.

### About UPF

UPF is a full-service logistics provider operating worldwide. Our logistics solutions are a match of utilizing capacity of our offices and through network of our valued partners. We are a newly established company but based on employees with many years of experience and strong partners.

### Job description

As an Operational Assistance, you will have a vast variety of tasks such as:

- Responsible for own operation for once specific key client
- Identify areas of improvement
- Receive, evaluate customer orders and generate their bookings and invoicing in our operational system
- Build and maintain the relationship with our key client through extraordinary high level of service
- Resolving unforeseen or irregular issues in coordination of cargo operations
- Report all activities to the Business Development Manager, South Africa

### Candidate Qualifications

- Educational background in the industry of freight forwarding / shipping
- Minimum 5 years of experience within the industry
- Excellent communicator (verbal and written) in Portuguese and English
- Experienced user of Microsoft Office
- Have a positive can-do attitude and problem-solving skills
- Ability to stay organized and professional in a fast-paced environment
- Self-motivated, but can also work effectively as a team member

### What can you expect

- A young company with a focus on entrepreneurship
- A highly skilled management that will support you to grow your career
- High level of self-determination and freedom to make decisions in your daily work

Do you have any questions or are you the candidate we are looking for, then please reach out and send your application no later than the 16th of February. We are looking forward to hearing from you.

**Business Development Manager, SA**  
**Saulo Borges**  
**WhatsApp +27 83 657 4657**  
**E-mail [SAB@UPF-Group.dk](mailto:SAB@UPF-Group.dk)**

**Managing Director**  
**Thomas Vestergaard**  
**WhatsApp +258 84 827 6588**  
**E-mail [TV@UPF-Group.dk](mailto:TV@UPF-Group.dk)**