

JOB OPPORTUNITY



OPERATIONS ASSISTANT – MAPUTO, MOZAMBIQUE

Are you looking for the next step in your career? Do you want to challenge yourself with some of the most demanding tasks within the project forwarding industry?

About UPF

UPF Group is a multinational full-service logistics provider, we cover everything from a few express pallets, up to large industrial transports with high and heavy “over dimensional” cargo. Currently we have 10 offices in 7 countries (Denmark, Finland, Portugal, Mozambique, Angola, Tanzania, Namibia and South Africa) and trusted partners and customers worldwide.

Job description

As the Operations Assistant, you will have a great variety of tasks such as, but not limited to:

- Responsible for assisting and running operations for UPF customers
- Receive, evaluate customer orders, and generate their bookings and invoicing in our operational system.
- Build and maintain the relationship with our key client through an extraordinarily high level of service.
- Resolving unforeseen or irregular issues in coordination of cargo operations.
- Identify areas of improvement.

Candidate qualifications

- Minimum 3 years of experience within the industry.
- Excellent communicator (verbal and written) in Portuguese and English.
- Experienced user of Microsoft office (Excel, word, power point etc.)
- Able to stay organized and professional in a fast-paced environment.
- Teamwork and collaboration skills, both in relation to your local – but also global colleagues.
- Ensure smooth day-to-day operational performance.

What you can expect

- A young company with a focus on entrepreneurship and an agile organization chart.
- High level of self-determination and freedom to make decisions in your daily work.
- Long-term career plan.

If you are interested in applying for this position, or have any questions, please reach us at the following:

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Deadline for applications: 15.09.2024

