JOB OPPORTUNITY

IMPORT OPERATOR

BEIRA, MOZAMBIQUE

About UPF

Founded in 2023, the UPF Group offers comprehensive global logistics services, specializing in Project Cargo across the African and European markets. We are committed to timely, cost-effective transportation solutions worldwide, emphasizing the personalize d service reflected in our slogan, 'Logistics Made Personal'. We currently operate 13 offices across ten countries and plan to open two more during 2026. With a growing team of 46 employees, we share a unified mindset focused on strong teamwork, exceptional quality, and outstanding personal service.

Job Description

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

- Check on pre-alert if all documents received are in order to process shipment.
- Do clearance of import and communicate with all service providers.
- Planning transport and clearing.
- Tracking Shipment and Trucks.
- Provide daily shipment status updates to customers and transporters.
- Tracking GPS Genset on route with shipment.
- Update and coordinate project cargo with service providers.
- Assist on Vessel agency (Arrival notice and Contra Marca).
- Compile and submit weekly reports on Beira operations every Friday.
- Coordinate all local deliveries on site.
- Maintain shipment files in the operational system, update ETAs, prepare draft invoices based on price offers and transport costs, and submit supplier invoices for payment.

Candidate Qualifications

- Experience in Logistics industry.
- Excellent communicator (verbal and written) in Portuguese and English.
- Experienced user of Microsoft office (Excel, Word, PowerPoint etc.).
- Strong organizational skills.
- Attention to detail.
- Teamwork and collaboration skills, both with local and global colleagues.
- Ability to manage multiple tasks simultaneously.

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.

If you are interested in applying for this position, please send your CV to **CAREERS@UPF-Group.dk**



