Logistic Coordinator

Mostaganem · Plus de 10 ans d'expérience · Réf. 2606151717

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : a étudier
Secteur : Batiment

Formations

01/2021 — Bac +3 — University of Mostaganem
Bachelor Degree in English
12/1998 — Bac
Baccalaureate
Bac +3
Bachelor of Business Management

Expériences professionnelles

01/2018 - 12/2019 — Executive Assistant Manager
Managed calendars, organized meetings, handled translations, oversaw staff travel and visa arrangements, processed invoices, coordinated cross departmental activities.
01/2015 - 12/2018 — Responsible of External Relations (HR/General Means)
Managed staff travel and accommodation, airport & manifest management, processed supplier invoices, handled document flow and cargo shipments.
01/2014 - 12/2015 — Executive Assistant
Managed schedules, organized meetings, handled correspondence, prepared mission orders, maintained archives, processed utility payments.
01/2011 - 12/2013 — Construction Assistant
01/2010 - 12/2011 — Executive Assistant / Translator
Provided bilingual executive & logistics support, translated official documents, coordinated staff travel, managed document flow and invoices.
01/2009 - 12/2010 — Administrative Secretary / Translator
Provided bilingual administrative support, handled calls, processed purchase requests, managed document submission and archiving.
Logistic Coordinator
Supply Chain Oversight, Operational Optimization, Inventory & Contracts, Stakeholder Coordination.

Langues

English (notions), French (notions), Arabic (notions)

Atouts

Management Skills, Creativity, Digital Marketing, Negotiation, Microsoft Office, Leadership

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.