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# Example of Logistics / Customer Service Job Description

Our company is hiring for a logistics / customer service. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for logistics / customer service

* Maintaining a humble and diplomatic dialog with the client, focusing on proactivity and details
* Motivating and driving cross-trade offices to perform
* Overseeing and monitoring performances
* Assisting in the training of new employee
* Order capture
* Issuance of credit notes for rectification wrong invoices
* Creation and maintenance of orders, order scheduling onward processing
* Create and change sales Orders and perform Backorder processing
* Create Inquiry, Quotation, Scheduling Agreement, Contract, Item proposal, sales activity
* Review order file lists

## Qualifications for logistics / customer service

* Understand commercial requirements of the market
* Contract management and financial responsibilities
* Systems knowledge and integration
* Front facing with internal and external customers
* Strong knowledge of import and customs clearance activities
* Has 2 -3 years of experience from freight forwarding, preferably from Sea and Airfreight