

Job Profile

Job/Title:	Supply Chain and Logistics Administrator
Job level/profile:	Position of trust and confidentiality
Legal Entity/Department:	Al Waad Manufacturing Packaging W.L.L.
Direct reference:	MD (Qatar based)
In-direct references:	GSS & Corp. Heads (EU based)
Back-office (s):	Doha, Qatar
Expected start:	TBC

PalletBiz is an international manufacturer and distributor Franchise Network, developing and maintaining a unique Business System for Packaging and Handling Materials made from wood, metal and (and in the future, plastic) – primarily focusing on both standard returnable transit packaging (e.g., pallets, crates, collars, bins, frames, etc.), as well as custom designed and manufactured products for our customers. The Business System has been franchised to several countries in Europe, Middle East and Africa – and the PalletBiz Network is currently operational in 14 countries, with the Franchisor entity, PalletBiz Franchising Zrt. located in Budapest, Hungary. Visit our website at www.palletbiz.com to learn more about the company.

As we are expanding our footprint within the GCC region and Al Waad being the newest addition to the GCC franchise in Qatar, this role is critical to establish, build, maintain and oversee the business development, back-office support and overall operations related to the Qatar franchise, and that is why we wish to employ you as our:

Supply Chain and Logistics Administrator (Location: Qatar, English-speaking)

As our new employee you will be joining a small team with the MD, primarily covering tasks related to our operations in Qatar as the main focus, and other marketing and administrative tasks pertaining to the region as secondary focus. The position, which reports to the Managing Director in Qatar, as well as indirectly to Corporate Management, will be assisting in the Supply chain and Logistics operations as well as back-office support function in the overall Qatar franchise development.

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Duties and responsibilities

The function you will attain will take part of collaboration across multiple teams and perform several different tasks primarily as indicated below:

Primary focus: Supply Chain and Logistics Administrator

Your primary responsibilities will be within the coordination of the **Supply Chain with special focus on the related administrative and logistics processes**. You will thus be participating in the successful **management of existing suppliers**, as well as professionalization of these – building long-termed relations. You will also be assisting in the **research and development of new suppliers** of wood & metal packaging and logistics partners – and ensuring a documented and professional on-boarding of these.

You will also be acting as a **coordinator and support** function for the Qatar franchise office team with inquiries regarding business administration, while also performing as a **back-office function** in regional commercial activities. You will be overall assisting the regional teams, as well as regional and corporate management with other practical everyday tasks (TBD).

You will overlook and assist in achieving a high utilization of the PalletBiz Franchising Communication Systems and Tools, including CRM, P-Design (design tool), ERP.

Secondary focus: Marketing, Sales and business development

You will be participating in and assisting in **marketing and sales development within the Qatar target markets**. You will thereby assist with registering new leads, accounts, opportunities and market information and intelligence in company databases and customer & supplier relationship management systems. You will also take part in **sales support** by preparing sales quotations / orders and other relevant shipping documents, as well as invoicing and customer aftercare.

You will overall participate in achieving a **high utilization of and master data accuracy** related to the PalletBiz Franchising Communication Systems and Tools: P-CRM and P-SCM. You will be participating in the continuous improvement of these systems as well.

You will also be participating in **regional sourcing and sales projects**, as well as supply chain initiatives.

Place and time of work:

The position is a full-time (40 hours/week) where majority of the time will be spent at the office location (place TBC).

Job success criteria and performance goals:

The below will be the standard job success criteria:

- Attaining the job mission and vision as per above as well as any performance goals agreed between the employee and employer.
- Respecting, living by – and promoting the company values in every aspect of the work – and in all relations with fellow PalletBiz employees, clients as well as suppliers – in many occasions acting on behalf of the COO.

Job success criteria and performance goals are reviewed during the course of the employment.

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Competencies & capabilities

Our Supply Chain and Logistics Administrator must possess both strong quantitative abilities and excellent written and oral communication skills. You must be able to think and act both practically/operationally, as well as strategically and analytically. You must be driven by results and be able to participate in our company innovation and future development.

Please study both the core skills (must have) and the advanced skills (nice to have) as both could play a role in you being the right candidate and chosen person for the position.

Core skills – must have:

- Fluent **English** language skills – both orally and written.
- Knowledge of **Qatar or the GCC region** – business ethics, culture – having been in the region for **3+ years**.
- Finalized **bachelor’s or master’s studies** in e.g., Business Administration/Management, International Studies, Logistics/Supply Chain or any relevant/related area.
- Minimum 2-3 years of experience in **Supply Chain/Logistics/Order Administration**, management, and implementation, preferably in **B2B** operations
- Experience in **Business Administration/Finance** (e.g. basic familiarity with AP/AR, billing processes, etc.)
- Extended proficiency in **MS Office** (esp. Excel and PowerPoint)

Advanced skills – nice to have:

- Proficiency in **Arabic**.
- Experience with **Finance** (e.g. basic familiarity with AP/AR, billing processes, etc.).
- Proficiency in relevant ERP and/or CRM systems (e.g., Reviso, MS Dynamics, Salesforce, etc.) or any other **business management software**
- Experience in developing, implementing and managing supplier & client relations

Personal characteristics:

- You have good structural abilities and systematic thinking, and you are very organized and detail oriented. Attention to detail is a high prioritized characteristic of this position
- You must be able to work independently as well as in teams – respecting a multi-country organizational structure and to be able to think “out of the box”.
- You are able to balance and manage multiple roles and responsibilities, while understanding how the different processes are connected.
- You must be able to work equally well with many different cultures and organizational levels.
- You are self-driven, curious, and commercially oriented.
- You are outgoing, energetic, and socially intelligent.
- You identify with our core corporate values: openness, loyalty, proactiveness, win-win attitude.

Don’t You meet all the requirements?

You will learn a lot along the way. We are looking for candidates who are willing to learn new things, open-minded and ready to take on this exciting job.