



AVK is a Danish Global market leader in the design, manufacturing and supply of valves, fittings, hydrants and flow control equipment for Water, Wastewater, HVAC, and industry segments like Pulp/Paper, Mining/Cement, Marine, Power, Oil and Gas. AVK have more than 100 sales offices around the world and manufactures all the products we sell in our 40+ factories located around the world.

As part of our continuing expansion and strategy to meet the prevailing business challenges, we are currently seeking dynamic and top-notch candidates to fill-up the following opportunities:

Logistic Officer

Job Summary:

As a logistics Officer, you will be responsible for planning, organizing, and coordinating the logistical activities within our organization. Your role will involve monitoring inventory levels, tracking shipments, optimizing transportation routes, and resolving any logistical issues that may arise. The Logistics Officer will work closely with the Suppliers, Forwarders and Warehouse personnel and other stakeholders to ensure the efficient movement of goods and materials.

Job Responsibilities:

- Plan and coordinate the logistics operations, including procurement, transportation, warehousing, and distribution activities.
- Monitor inventory levels to ensure adequate stock availability while minimizing carrying costs.
- Coordinate with suppliers to schedule deliveries and ensure timely receipt of goods.
- Collaborate with custom's brokers, forwarders or transportation providers to arrange and optimize shipment routes.
- Track and monitor inward and outward shipments to ensure on-time delivery and resolve any delays or issues.
- Maintain accurate records of all logistics activities, including shipping documents, inventory reports, and transportation costs.
- Work closely with warehouse personnel to ensure proper storage, handling, and distribution of goods.
- Communicate and coordinate effectively with internal teams, suppliers, and customers to meet their logistical requirements.
- Stay updated on industry trends, regulations, and technologies related to logistics and supply chain management.

Qualifications:

- Bachelor's degree in Logistics, Engineering, Business or similar.
- At least 3 years' experience in logistics, customs, brokerage and supply chain.
- Knowledge of international trade and customs law
- Interpersonal skills – a team player
- Excellent written and verbal proficiency in English
- Good analytical skills and ability to prioritize in the face of multiple tasks.
- Excellent time management skills to always ensure efficiency in service delivery.

Please forward your resume with photo at any of the following addresses:

- AVK PHILIPPINES, INC. – # 70 West Avenue, Brgy. West Triangle, Quezon City
- Email address – admin@avk.ph