



UNION
F A B R I C S

WE'RE HIRING!

Union Fabrics (Pvt.) Ltd. is a fast growing vertically integrated Textile Company having a career opening for the following Position:

Admin Officer - Logistics:

Job Description:

The responsibility of an Admin Officer - Logistics includes following but not limited to these:

- Organize transportation activities including movement of material from one unit to another
- Coordinate and track movement of vehicles and keep records of mileages
- Verify contractors billing and ensure cost effective logistics
- Review freight rates and other transportation costs to keep working costs low
- Ensure proper loads of contractors vehicles
- Monitor company vehicles utilization and fuel consumption and manage routes to minimize costs
- Keep record of all vehicles movement, mileages and report to seniors

Job Requirements:

- Attention to detail, Communication skills, Works well with deadlines, Knowledge of logistics systems
- Good knowledge of MS-Office (Word & Excel)

Qualification: Bachelors from a reputed university

Experience: 02-03 years of relevant experience

Location: SITE Area, Karachi, Pakistan

The company offers market competitive remuneration package for the position

Candidates meeting the aforementioned criteria, may send their resume with the position in the subject line at career@unionfabrics.com.pk