



AMT SA has been established in 1999 in Switzerland and has gained prominence as an integrated transport and logistics provider, primarily within the oil & gas upstream sector in Africa, and consequently diversifying its service offering to multiple industry sectors.

We are currently looking for our futur Freight Forwarding Coordinator.

Missions:

Monitoring of Freight Forwarding operations

Establishment of quotations

Preparation and/or analysis of Customs documents

Supervision of international freight and customs brokerage activities

Implementation of customized tracking tools for internal and external reporting

Monitoring of Projects

Preparation, revision and/or adaptation of Standard Operating Procedures

Communication on local regulations

Provision of advises and guidance

Establishment of tariffs and price lists

Participation at kick-off meetings and/or conference calls

Follow-up of project budget

Participation at close-out meetings and/or conference calls

Related administrative tasks

Files opening

Estimation of operational margins

Control and booking of suppliers' invoices

Cost control

Issuance of clients proformas and invoices

File checking

Relationship with clients

Daily communication with clients

Regular visits at clients' offices

Monitoring of clients KPI

Handling and resolution of claims

Implementation and follow/up of corrective actions and continuous improvement

Identification of business opportunities

Ideal profile:

Minimum 3 years of experience in freight forwarding and customs

Bilingual French & English, Portuguese is an advantage

Clients oriented

International experience is a plus

Contact : [j.hentzen@amt-sa.com](mailto:j.hentzen@amt-sa.com)