

Logistics Project Coordinator

Location: Manilla, Philippines

About Fluence

Fluence, a Siemens and AES company, is the leading global energy-storage technology solutions and services company. We combine the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens, Fluence's goal is to create a more sustainable future by transforming the way we power our world. We offer proven energy-storage technology solutions that address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery, and integration in over 160 countries. Fluence works closely with customers throughout their journey and provides advisory, financing, and project-lifecycle services.

Responsibilities

- Manage orders and arrange logistics for materials and equipment to ensure they meet needs and timely arrivals on sites
- Plan and track shipment of products according to orders placed and customer requirements
- Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction
- Customs clearance documentation preparation
- Prepare accurate reports for upper management
- Arrange deliveries or per project schedule at import at port and delivery at site
- Ability to organize, manage processes, set deadlines, and follow up to ensure schedules are met
- Ability to act as a liaison between various teams and divisions in the company in order to drive efficiency and expediency
- Team player with demonstrated experience in working effectively within their own organization and cross-functionally
- Ability to work independently with limited supervision
- Strong problem solving, negotiation and organizational skills
- Ability to process information and manage multiple conflicting priorities to drive to successful outcome (i.e. Multi-task)

- Flexible and versatile to provide on demand support in quick reaction and immediate demand situations

Qualifications

- University diploma in Logistics or Business Analytics (preferred)
- 5+ years' experience in logistics management or customs clearance in Philippines
- Ability to work with little supervision and track multiple processes
- Knowledge of laws, regulations and import requirements in Philippines
- Computer-savvy with a working knowledge of logistics software (ERP)
- Previous customer service experience desirable
- Outstanding organizational and coordination abilities
- Excellent communication on English and interpersonal skills
- Keen on working in a fast-paced environment
- Ability to organize, manage processes, set deadlines, and follow up to ensure schedules are met

Qualified candidates are requested to submit a resume and cover letter at careers@fluenceenergy.com for consideration.

Fluence is an **EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of Equal Employment Opportunity to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or marital or familial status.