



Overseas Distribution Company – Supplier & Customer Order Manager Dubai

Supplier & Customer Order Manager

The Supplier & Customer Order Manager is responsible for overseeing all inbound and outbound order processes, ensuring seamless coordination between suppliers, customers, and internal teams. This role manages inventory levels, ensures compliance with UAE Federal Tax Authority (FTA) regulations, and handles documentation related to Letters of Credit (LCs). Experience in managing regulated products such as tobacco and alcohol within the UAE is essential.

Key Responsibilities:

- Manage end-to-end order fulfilment for both suppliers and customers, including order entry, tracking, and delivery coordination.
- Oversee inventory control processes to maintain optimal stock levels and reduce holding costs.
- Ensure compliance with UAE FTA regulations, including excise tax documentation and reporting for tobacco and alcohol products.
- Coordinate with finance and banking partners to manage Letters of Credit and ensure timely payment and documentation creation and accuracy.
- Liaise with ODC logistics partners to ensure timely and cost-effective inbound and outbound shipments.
- Maintain accurate records in ERP systems for orders, inventory, and compliance documentation.
- Collaborate with sales, procurement, and warehouse teams to align supply and demand planning.
- Monitor and report on key performance indicators (KPIs) such as order accuracy, delivery timelines, and inventory turnover.
- Ensure all operations related to tobacco and alcohol comply with local laws, customs regulations, and licensing requirements.

Required Skills & Qualifications:

- Bachelor's degree in Supply Chain Management, Business Administration, or related field.
- 5+ years of experience in order management, logistics, or supply chain roles, preferably in the UAE.
- 2+ years International import and export experience
- GTR (Global Travel Retail) experience is a plus

- Proven experience working with UAE FTA systems and excise tax compliance.
- Strong understanding of Letters of Credit and international trade documentation.
- Experience handling regulated products such as tobacco and alcohol in the GCC region.
- Proficiency in Microsoft Dynamics Navision and Microsoft Business Central systems and Microsoft Office Suite.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work cross-functionally and manage multiple priorities in a fast-paced environment.

What we offer:

- A full-time position (Monday to Friday) with a permanent contract from day one.
- A workplace at Jafza One Tower B (Office 2410), Jebel Ali Free Zone, Dubai.
- The opportunity to work in a financially stable and global business environment.
- Regular interaction with international contacts and exciting, diverse projects.
- A competitive compensation package including housing and transportation allowances, medical insurance, 30 days of annual leave, and benefits aligned with your skills and experience.
- A great team culture and an ambitious, fast-growing company that values talent and excellence.

About Overseas:

Overseas is a highly ambitious organization striving to be the leader in our industry. To achieve this, we seek top talents who are ready to grow with us. Are you ready to take on this exciting challenge and showcase your talents? Take the next step in your career—join us in Dubai and be part of something extraordinary!

<http://www.overseas.be/>