



Job responsibilities

Shipping

- Shipment booking according to shipment tracker.
- Prepared LN invoice according to shipment tracker.
- Prepared the commercial invoice (subject to management approval) for shipments.
- Liaise with store for the finish goods loading and palletize.
- Document circulation with internal & external.
- Coordinate incoming and outgoing shipments with the respective forwarding agents.
- Arrange courier-forwarding service, transporter for shipments arrangement, declaration documents and parcels.
- Ensure proper administration of shipping procedures and documents for import and exports.
- Monitor/ update shipments information to relevant parties (Planner/ KAM).
- Request freight quotation based on request. Ensure all the quotation to be endorsed by Section Head / Manager.
- Perform other duties as assigned at discretion of the Section Head / Manager and Supply Chain Manager.

Customs

- Prepare subcontract invoice and GPB1 Form, MITI application and etc.
- Prepare and submit monthly custom report.
- Collect documents from servicer provided/ transporter. Eg. K8, K1, K2, Bill of Lading or Air Waybill from external parties.

Billing

- Compile shipping billing which needs submit to superior approval.

Report

- Compile the various reports relating to shipments with the respective forwarding agents.
- Ensure proper filling for all documentation.

Job requirements

- SPM or higher.
- Preferred with minimum 1 years working experience in contract manufacturing environment or related job function.
- Basic computer skills – MS Office (Excel, Words, PowerPoint).
- Working knowledge of ERP system such as BaaN/SAP/inforLN preferred.
- Able to work independently and discipline.

Contact

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