



Job responsibilities

- Oversees all shipping and customs related activities.
- Ensure proper administration of shipping procedures and documents for import and exports.
- Prepared invoice according to shipment tracker.
- Prepared the proforma invoice (subject to management approval) for dispatch goods.
- Ensure proper packing for outgoing cargoes, including marking prior export.
- To ensure shipments are delivered to customers at the specified quantity and time.
- Supervise cargoes loading into container / Lorries.
- Provide information to customers on shipment details.
- Coordinate and support SCO for the reverse logistic such as return reject to supplier, collection of reject from customer side.
- Arrange transport and declaration arrangements with forwarders.
- Arrange courier-forwarding service for documents and parcels.
- Coordinate incoming and outgoing shipments with the respective forwarding agents.
- Compile the various reports relating to shipments with the respective forwarding agents.
- Compile shipping documents which need to be endorsed by bank.
- GSP application.
- Prepare and submit monthly report to custom and DOE department.
- Negotiate and monitor the flight rate. Ensure all the quotation to be endorsed by Section Head / Manager.
- Draft and update the procedures according to the latest changes in operation / requirement.
- Ensure Operating Procedures are observed and adhere to at the time.
- Perform other duties as assigned at discretion of the Section Head / Manager and Supply Chain Manager.

Job requirements

- At least a Diploma in Business, Logistic or Shipping Management.
- Preferably with at least 2 years' working experience related to Free trade zone or LMW licensing environment.
- Good understanding of shipping (import & export) and custom procedure.
- Understanding the GSP application procedure and application.
- Understanding the declaration procedure to environmental department, such as schedule waste declaration.
- Proficiency in both written and spoken English and ability to negotiate with all levels of people.
- Working knowledge of ERP system such as BaaN/SAP/infoLN preferred.
- Excellent communication and strong analytical skill.
- Self organize & structure, independent and self-motivated.
- Willing to learn new things.

Contact

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