

Shipping Executive

Responsibilities

- Manage and monitor logistics operations including documentations for export, import and domestic market.
- Apply relevant documents / certificates such as Health Certificate, Phytosanitary Certificate, Certificate of Origin, Embassy Endorsement and Insurance Cover Note, and any other documents as and when requested.
- Liaise with internal departments to ensure shipments are on schedule.
- Arrange shipments / transportation at the best rates and continuously monitor the cost.
- Arrange surveyor for container inspection.
- Ensure proper filing and organization of all logistics related documents.

Requirements

- Diploma holder in Business Studies or any other related discipline.
- Minimum 2 years of related working experience with good understanding of Incoterms for international trade in manufacturing industry, shipping and customs related formalities and practices.
- Good interpersonal, communication and presentation skills.
- Results oriented and systematic in assignment approach.
- Meticulous with a sense of urgency.
- Work independently and multitask.

Interested candidates, kindly email your detailed resume to:
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