

AGENSI PEKERJAAN SGR SDN BHD (Co. No. 1338397-X) **JTKSM 898C SIRI 0466**

Dated: 15.07.2020

Location : Johor

Job Title: Shipping Executive

Department: Admin

Salary Offer: RM 2600 – RM 4000

Working days: 6 day per week

Working hours: 8.50 hours

Age : 20-45

OverTime: (If applicable)

Working Condition: Air - condition

Time : 8.30am – 6.00pm

Additional Allowance:

- Transport RM 300.00

Full / Part Time / Contract : Long Term

Job Description : **Shipping Executive**

Skills:

- Good communication and inter-personal skills
- Independent and able to work with minimum supervision
- Able to multi-tasks and prioritize work
- Meticulous, accurate in documentation preparation and checking skills for documentations and electronic file.
- Be assertive and have self-confidence in problem solving and giving solutions
- Proficient spoken and written in English and Malay language.
- Good knowledge in Microsoft Word and excel

Requirements:

- Candidate must possess at least Diploma/Advanced or equivalent in related field.
- Knowledge of LMW and FTA COO is a must
- Required language (s) : English, Bahasa Malaysia
- At least 5 year (s) of working experience in the related field is required for this position
- Preferably Senior Executive specialized in Logistics/Supply Chain or equivalent

Responsibilities/Objectives:

- Liaise well with internal divisions, freight forwarders and carriers to ensure smooth operation for import and export shipments.
- Follow up closely with freight forwarders for the import and export documentations and electronic file.
- Manage, schedule and monitor shipping schedule for import and export shipments
- Well versed and manage well the import and export documentations
- Must always meet the date line of shipping documentations preparation and submission, FTA COOs application and approval to customers.
- Able to communicate well with government authorities-LMW and MITI and etc
- Ensure the compliance of LMW compliance and regulations.
- Must always aware of the customs approval and reporting date line – the expiry and renewal date of customs approval, application, yearly and monthly reporting.
- Able to meet ad-hoc work tasks at any time.