

## 单证员 / DOC

### Job Description :

1. handle documentation enquiry and provide solution to customers through phone, email or other E-platform. The requests include but not limited to:
  - a) Understood the SI requirement and destination documentation requirement
  - b) BL readiness and status
  - c) Telex Release B/L and / or Switch BL requests
2. Coordinate with internal departments and customer to release BL smoothly and accurately when any issue encountered at service counter.

### Qualification:

1. College degree or above.
2. Good communication skills.
3. Good command of written English
4. Proficiency in MS office.