

单证员 / DOC

Job Description :

Business and Process Support

1. Support front line, including offshore office & shipping agent to handle documentation enquiry and provide solution to customers through phone, email or other E-platform.

2. Coordinate with internal departments and customer to release BL smoothly and accurately when any issue encountered at service counter.

Human Resource Support

1. Participate in regular refreshment training and support manpower planning for service improvement and personal development.

2. Comply with company rules, SOP, external policy and Anti-Trust Compliance.

Project Support

1. Project or assignment upon request, including facilitating on process and job assignment modification, etc.

Qualification:

1. Degree or diploma holder.
2. 1-2years relevant working experience in shipping and logistics field. Fresh graduate will also be considered.
3. Good communication skills.
4. Good command of written and fluent spoken English and Chinese.
5. Proficiency in MS office.

6. Interpersonal skills and be a good team player.

7. Customer-oriented, proactive and energetic.

8. Well organized, detail-minded and self-motivated with great initiative.

9. Willing to work under pressure and attentive to procedure.