

## 进口客服 / Import CS

### Job Description:

1. Coordinate closely with shipping agents and customers.
2. Check the shipments completeness and correctness.
3. Assign rate of exchange and checks the rates.
4. Send arrival notice to consignee/notify party.
5. Submit EDI manifest data to relevant shipping agency.
6. Coordinate with overseas colleagues for various issues.
7. Prepare amendment through local shipping agency.
8. Provide the relevant documents to concerned parties.

### Qualification:

1. College degree or above.
2. English workable, standard in spoken/ written English, above CET-6.
3. At least 1 year related working experience.
4. Excellent Computer skills, experienced with MS office
5. Strong presentation and communication skills.
6. Good attitude and willing to learn.
7. Able to work under pressure.