



## AIR FREIGHT OPERATION CLERK

### Description:

- To handle full set of air export operation documents
- To follow up shipment status
- To monitor airline bookings and procedures
- To perform other duties as assigned by management
- This position requires to work on shift including night shift

### Job Requirement:

- F.5/DSE or above
- min. 1 years relevant working experience
- Good communication and interpersonal skills
- Good spoken English and Mandarin an advantage
- Experience in MS office applications (word, excel, power point and outlook)
- Able to work independently, mature, responsible and able to work under pressure
- Willing to work overtime, if necessary
- Candidates with relevant and solid experience may be considered as Senior or Supervisor
- Immediately available is preferable

We offer attractive remuneration packages including Overtime/Shift/Meal/Transport Allowances, 5.5 days (Alt. Sat) work with Bank Holidays, Medical Insurance, 12 days' annual leave, Year-End Double Pay, Performance Bonus and excellent career development opportunities to the right candidate.

If you are passionate, self-driven and looking for a new and exciting opportunity within a successful and growing company, this may be the right role for you. Please press **JOIN US** to submit your full resume with expected salary and availability to Human Resources Department

**Personal data collected will be treated in strict confidential and for recruitment purposes only.**