



Sea Freight Operation Specialist

Description:

- Handle full set of sea freight import/export documents
- Handle daily operation, related enquiries and correspondences
- Perform multi-task to provide operation and documentation support for Operations team
- Co-ordinate with different parties to ensure correct shipment requirements
- Follow up shipment status
- Communicate with internal & external customers to ensure smooth running of process
- Quotation

Requirement:

- DSE or above
- 2 years' experience in a sea freight forwarder
- Candidates with lesser experience will also be considered
- Good interpersonal, communication and presentation skills
- Responsible, diligent, proactive and self-motivated with good team spirit
- Able to work under pressure
- Willing to work over-time
- Fluency in written and spoken English, Chinese and Mandarin
- Proficient in MS Office
- Immediately available is preferable

We offer attractive remuneration packages with Bank Holidays, medical insurance, double-pay, discretionary bonus, 12 days' annual leave and excellent career development opportunities to the right candidate. Interested parties 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.