



Job Description

POSITION:

Logistics Support

ROLE:

Report to Operations Coordinator. Operation Supports for air, sea, land shipments.

RESPONSIBILITY:

1. Contributing in achieving freight forwarding department KPIs.
2. Operation support (Muara based):
 - I. Custom clearance at Muara port for LCL and FCL
 - II. Delivery for sea shipments
 - III. Liaise with transport team (for heavy vehicle) for Muara port
 - IV. Collect documents (D/O) for sea shipment
 - V. Dispatch letter / invoice
 - VI. Site survey for sea shipment
 - VII. Packing cargo for sea export
 - VIII. Checking MT's
 - IX. Inventory on MT's reefer temperature setting.
3. Operation support (Airport based):
 - I. Custom clearance at airport cargo
 - II. Delivery for air and cross border
 - III. Liaise with transport team (for heavy vehicle) for airport
 - IV. Collect documents (D/O) for air shipments
 - V. Dispatch letter / invoice
 - VI. Site survey for air shipment
 - VII. Packing cargo for all air export
4. To perform other duties assigned by the management from time to time.

QUALIFICATION & EDUCATION REQUIREMENT:

1. Minimum PMB and above.

PREFERRED SKILLS:

1. Follows instructions (as per HODs).
2. Fast learner and willing to learn.
3. Punctual.
4. Efficient, honest and responsible.
5. Possess excellent/good communication skills, time management skills.
6. Respect to others.
7. Computer literate.



8. Good communication for both English and Malay language. Chinese will be an advantage.
9. Fit to work.
10. No health problems.
11. No transportation problems.
12. Dynamic and Proactive.
13. Willing to work OT (Over-time).