

Job Description – GPIS Executive

General Description

- Reporting to the Assistance Operation Manager.
- To source for the best rates for all shipment and feedback on any business opportunities.
- Follow up and prepare/process of shipments with status shipments and revert to the customers.
- Do all necessary documentation for all shipments and plan for collection/delivery of shipments with contractors in order to meet shipping line and/or co-loaders closing time.
- To ensure all COD customers payments are collected prior to release billing of lading/delivery to customer.
- Attend to all messages pertaining to operation matters.
- Responsible to close all job files promptly to meet month end closing of accounts.
- To follow sales leads and enquiries from all overseas offices and/or agents.
- To establish new services, plan groupage services as directed.
- Reject any vendors not conforming to specification of invoices not in line with quotation.
- Other duties as may be delegated by Assistance Operation Manager from time to time.

Skills Required

- Good understanding of carriers and contractors.
- Experiences with shipping procedure.
- Self-motivated, customer oriented, able to work under pressure

Experience and Qualification

- Minimum GCE "O" level.
- Certificate with Transport Logistics and added advantage.
- Minimum 3 years' of related work experience.
- Import/Export Documentation
- Tradenet