Shipping Clerk

Penang, Malaysia

JOB DESCRIPTION

Responsibilities:

- Shipment booking according to shipment tracker
- Liaise with store for the finish goods loading and palletize
- Ensure fumigation process according to requirement
- Ensure proper filling for all documentation
- Prepare subcontract invoice and GPB1 Form
- Email / Fax Invoice and Packing List to Transporter for permit preparation
- Email / Fax Invoice, Packing List, Bill of Lading and Air Way Bill to customer
- Prepare document for courier service. Eg. Sample / rejected raw material and general work
- Collect documents from transporter eg. Custom Form 2 and to get copy of Bill of Lading or Air Way Bill from external
- Ensure Form A application (for GSP tax exemption) according to customer requirement

Skills & Experience:

- SPM or higher
- Preferred with minimum 1 years working experience in contract manufacturing environment or related job function
- Basic computer skills – MS Office (Excel, Words, PowerPoint)
- Working knowledge of ERP system such as BaaN/SAP/inforLN preferred
- Able to work independently and discipline

Location:

The role is located at ESCATEC's corporate headquarters in Bayan Lepas, Penang, Malaysia.

Contact:

Please send your cover letter, resume/CV, copies of diplomas/certificate and a recent photo to:

Ms. GH Ho
HR Officer
GH.Ho@escatec.com
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YOUR INTEGRATED MANUFACTURING PARTNER