

# Shipping Officer

Penang

Logistics

## Job responsibilities

### Shipping operation

- Oversee all shipping and customs related activities
- Coordinating, and implementing the necessary disciplines in conjunction with operational, and personnel policies and procedures
- Coordinate with internal and external parties of all inbound and outbound (raw material/ spare parts/ shipments/ equipment)
- Ensure proper administration of shipping procedures and documents for import and exports
- Work with cross functional team to ensure compliance with import & export control laws
- Advising the buyers/ shipper on the designated forwarder as per the route Guideline
- Engaged the designated forwarder for shipment execution via Air/ Land/Ocean
- Validation of inbound invoices and verification of the export shipment billing invoices
- Ensure shipments are delivered to customers at the specified quantity and time
- Evaluation on outsource Transporters/ Freight Forward
- Review and audit import/ export filling to ensure declarations are timely, accurate and complete
- Cross check with the shipping team determining if shipment need any special permit/licenses from the relevant authority such as MITI/DOE/Poison Regulation
- Recommend ongoing improvements to import/export procedures and trade management system to enhance efficiency, compliance, and cost saving
- Handle communications and negotiations with external suppliers
- Ensure Operating Procedures are observed and adhere to at the time
- Perform other duties as assigned at discretion of the Section Head / Manager and Supply Chain Manager
- Draft and update the procedures according to the latest changes in operation / requirement

### Customs

- LMW/ Manufacturing License, Exemption List, Subcon renewal, MITI and other Customs
- Prepare and submit monthly report to customs (M1, M2, and Lampiran K and Subcon Report, M4) and DOE department
- Able to resolve customs matters and inquiries. Identity the customs compliance
- Dangerous Goods/ Poison License Certified Personnel

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### Job requirements

- At least a Diploma in Business, Logistic or Shipping Management
- Preferably with at least 2 years' working experience related to Free trade zone or LMW licensing environment
- Good understanding of shipping (import & export) and custom procedure
- Understanding the GSP application procedure and application
- Understanding the declaration procedure to environmental department, such as schedule waste declaration
- Proficiency in both written and spoken English and ability to negotiate with all levels of people
- Working knowledge of ERP system such as BaaN/SAP/infoLN preferred
- Excellent communication and strong analytical skill
- Self-organized & structured, independent and self-motivated
- Willing to learn new things
- Good Communication skill and attention to details

### Contact

Please send your cover letter, resume/CV, diplomas/certificates and a current photo to:

**Ms. GH Ho**

Senior HR Officer

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