

Job Title	Location
Import Customer Service Executive	PKG

**Job Requirements:**

- ❖ Minimum Diploma holder
- ❖ At least 1 year experience in logistics industry
- ❖ Good computer skills – Microsoft Office (Excel, Word, PowerPoint)
- ❖ Able to converse in English, Bahasa Malaysia
- ❖ Self-motivated, independent, able to meet tight deadlines and good communication skills

**Job Descriptions:**

- ❖ Coordinate shipping documents from customer and update customer for shipment arrival status
- ❖ Coordinate with customer for BL confirmation and pre-alert from oversea agent after commercial team secures the business
- ❖ Provide draft K1 to customer for duties and tax verification
- ❖ Forward duty and tax to finance for approval
- ❖ Coordinate with customer for delivery arrangement and ensure shipping/transportation activities comply with legal statutory
- ❖ Attend to customer's service failures complaint expeditiously and ensure corrective action taken with speed of execution

**Additional Information**

- ✓ Medical benefit
- ✓ Annual leave
- ✓ Training & development
- ✓ Full-time employment