



Import & Export Officer

Responsibility & Routine:

1. Handle Customs clearance documents, make Invoice ,Packing List , B/L, Declaration sheet, CO and something else needed according to LOG process.
2. Customs clearance operation, work with customs and customs broker closely, ensure customs clearance is running smoothly and comply to all related laws, regulations and policies from the government.
3. To be responsible of air & ocean export goods booking, vessel/flight details confirmation, tracking and related problems solving and on time delivery as customers' requirement.
4. To work with other team closely and focus on customer satisfaction, effective communication with overseas vendors or customers.
5. Customs, CIQ Inspection & Quarantine Bureau formalities processing.
6. Clean up & file all docs for further verification.

Requirements:

1. Educational Level: college above.
2. Working Experience: At least 2 years,
3. English: Good English skill both of written and verbal.
4. Well command of compute with office software.
5. Good analysis, communication, coordination skills, outgoing and social character.