



Position : Customer Service Executive

Responsibilities:

- Arrange Air / Sea Import / Export and Local transport shipments.
- Coordinate independently with container haulier, shipping carrier and warehouse to ensure timely clearance of shipments.
- Handling overseas enquiries pertaining to air / sea traffic with quotation.
- Preparation of Bill of Lading and AirWay Bill and invoicing.
- Monitor orders and ensure payment terms are being adhered.

Requirements :

- At Least 2-3 years working experience in Freight Forwarding industry is required for this position.
- Preferably with experience in Air & Sea Freight Logistics.
- Independent and able to work in fast paced environment.
- Proficiency in MS Words & Excel.
- Required language (s) : Bahasa Malaysia / Chinese / English.
- Ability to converse in Mandarin is added advantage.
- Possess good communication skill in verbal & written in English.
- Committed, trustworthy, reliable, discipline, dedicative, able to adapt and work in challenging business environment.
- Able to work independently and under pressure with minimum supervision and have good interpersonal skill.
- Working Location : IWA LOGISTICS (M) SDN BHD – TAMAN MOLEK

Interested applicants are invited to send in detailed resume with current and expected salary with recent photograph to Mr. Alan Tang (alan.tang@iwalogistics.com)