Executive (Custom Form Documentation)

Job Scope:

* + Ensure accurate and timely preparation of custom documentation K1, K2, K3, K8, K9, eManifest, ePermit.
	+ Ensure custom data are updated into Custom’s system
	+ Verification of the completeness and accuracy of all prepared documents
	+ Hand over all necessary documents to operation team for their further action
	+ The original customs form must pass to Customer Service when receive from Operation
	+ Preparing forwarding report (monthly)
	+ Preparing summary report for inbound and outbound shipment (weekly)

Requirements:

* + Minimum Diploma / Related experience
	+ Preferably at least 3 years of related work experience
	+ Experience in Aldec system, Rank Alpha system, custom system is an advantage.
	+ Good command of Bahasa Malaysia & English – both written and spoken
	+ Ability to work under pressure and independently

Company profile:

Unify Shipping Services Sdn Bhd (Uniship) was established in 2016 to assist companies in optimizing their logistic requirements and to reduce total logistics cost by delivering effective and timely solutions to our customers. Our people are the root of our performance and success. We serve passionately and with collaborative spirit, alongside our customers every step of the way, anticipating changes, and over-coming any logistics challenge. We have embarked on the quality and safety journey and obtained the ISO 9001 and ISO 45001 certifications by July 2019. Other than that we have also received the SME 100 Fast moving companies in year 2018. We believe that both systems can further reinforce our culture of continual improvements for the organization for every process and every step of the way.