



Internship – Customer Service & Documentation

Location: **Malaysia – Selangor, Penang, Kuantan, Johor, Kota Kinabalu, Tawau, Sandakan, Kuching, Sibul, Bintulu** (view our office location on: www.psa.my)

What can you expect as a PSA Intern?

An internship at our Customer Service Department would provide you with an excellent opportunity to gain an understanding of processing Bookings and managing exporter's requirements.

From this internship, you will gain real-life awareness of the multiple functions of shipping and the steps involved in an end to end supply chain to deliver optimum value to our customers.

Customer Service (ACL/PIL/MSC)

- Understanding the route and updating sailing schedule
- Notifying and updating customers on Vessels schedule ETA ETD
- Communicate / attend customers inquiry
- Release booking confirmation by with internal system
- Communicating with stakeholders on vessel space
- Update weekly booking summary

Documentation (ACL/PIL/MSC)

- **Export**
 - Process customs export manifest
 - Checking loading list tally with booking list
 - Coordinating with ship planners on load list
 - Invoice and Statement of Accounts
- **Import**
 - Retrieval import manifest
 - Processing Notice of arrival
 - Tally manifest with TDR (terminal departure report)

Company size
200-300 Employees

Working Hours
Mondays – Fridays 9:00am – 6:00pm

Dress Code
Business (Shirts)

Spoken Language
English

Interested candidates may email a full resume to Human Resource Department at [\[hr@psass.com.my\]](mailto:hr@psass.com.my).

Shortlisted candidates will be contacted for an interview.