



Internship – Global Shipping Export Documentation

Location: **PSA SHARED SERVICES SDN BHD,**
Suites B-06-03 & 3A, Level 6, Block B, Sky Park One City, Jalan USJ 25/1,
47650 Subang Jaya, Selangor.
(view our office location on: www.psa.my)

What can you expect as an intern with PSA Shared Services?

An internship at our Global Export Department would provide you with an excellent opportunity to gain an understanding and all round-view of Shipping Documentation & Customs Requirements.

- Understanding the Types of Bill of Lading and Documentation Process & Procedure
- Monitoring of Vessel Departure and ensuring all Documentation completed timely & accurately in accordance with Shipping/Customs requirements
- Ensuring Cargo Manifest Vessels are completed timely & accurately prior to submission
- Updating of Freight rates according to Rate Filing, Service Contract, Tariff
- Submitting manifest via Liner Management System
- Monitoring & Auditing of daily task with the available tools in Liner Management System
- Communicating with Principal & Front Office Agents on Documentation related matters
- Preparing for any other ad-hoc Documentation task, when required

Company size
50 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.