



Internship – Shipping Import Documentation

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

What can you expect as a PSA Intern?

An internship at our import department would provide you with an excellent opportunity to gain an understanding and all round-view of Malaysia's Import Procedures – Documentation & Customs 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 Importers.

- Tracking of Vessels Arrival and ensuring all Cargo Manifest has been received completely and accurately
- Sending of NOA – Notice of Arrival to Importers or Forwarders
- Communicating with Customers on Delivery Order release
- Understanding the Types of Bill of Lading and Documentation Release
- Preparing proforma invoices for Payment before vessel arrival
- Preparing E-Delivery Order on Port Systems
- Declaration in E-Customs Portal
- Monitoring of all Delivery Order readiness

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.