

Position: Export Documentation

Job Based: Subang

**Responsibilities:**

- Ensure smooth flow of documentation in accordance with stringent SOP requirements.
- Main Task - Bill of Lading(B/L) Production, Freight, Manifest Submission.
- Supplementary Task - Monitoring, preparing other related documents, Other supporting roles relevant to documentation, whenever required.

**Qualifications:**

- Degree/Diploma/SPM(Related/Relevant years of working experience may be considered)
- Fluent in spoken & written English & BM.
- Well versed in MS Office.