

Commercial Counter Officer

Truck driver

Port Stevedoring

Forklift Operator

Job Description	Responsible for receiving, checking and issuing invoices and documents	Truck operator for goods transportation	Carry out cargo handling by crane in accordance with the handling process	Use the forklift to move goods between areas and arrange goods at right places; Ensure occupational safety
Tasks	<ol style="list-style-type: none"> 1. Receive documents, original Delivery Orders and customer service requests 2. Check documents according to the defined procedures 3. Give out Delivery Orders and task notes 4. Collect money 5. Hand over invoices, cash, prepare internal debt list 6. Prepare revenue in cash and production reports for the day 7. Check barcodes and send information to the customs system for customs clearance confirmation 8. Coordinate with other departments to solve any issues arising 	<ol style="list-style-type: none"> 1. Receive orders from truck coordination office 2. Take over the truck 3. Initially inspect the truck (engine, fuel, software, brakes, mirror, hooter, lights, etc.) 4. Locate the goods and drive the truck to pick up 5. Receive goods 6. Verify delivery information 7. Drive the truck to the delivery location 8. Handover the goods 9. Drive the truck to the ramp (after the working shift completion) 	<ol style="list-style-type: none"> 1. Receive goods handling orders from the coordination centre 2. Read the goods layout to identify location of the goods/container 3. Goods handling 4. Confirm the completion of an operation 	<ol style="list-style-type: none"> 1. Receive and handover the forklift; Inspect conditions of the forklift 2. Receive the order 3. Strictly follow the machine operating process and goods taking and returning process 4. Collate/verify/check goods data by order 5. Store, inspect the vehicles before and after operation
Skills, Knowledge, and Attitude	<p>1. Knowledge:</p> <ul style="list-style-type: none"> - Documents: Distinguish Delivery Orders, notes of lift on-lift off, goods packaging/withdrawing, registration for inspection, quarantine and fumigation papers - Understand procedure for giving out Delivery Orders - Check money for fakes - Understand the customs barcode system - Understand procedures for handing over invoices, accounting and preparing statistics - Understand procedures for preparing reports, statistics - Identify risks, inform relevant departments <p>2. Skills, Attitude:</p> <ul style="list-style-type: none"> - Comply with the company's rules - Detect errors in documents, fill out forms - Use money counter, money detector, calculator (optional) - English language skills: TOEIC 250 - Be detail-oriented at work - Teamwork skills - Communication skills - Ability to work independently - Ability to deal with difficult situations - Time management skills - Ability to work under pressure 	<p>1. Knowledge:</p> <ul style="list-style-type: none"> - Understand road traffic rules and regulations - Correctly distinguish the truck's equipment and accessories - Knowledge of goods <p>2. Skills:</p> <ul style="list-style-type: none"> - Observe and judge situations - Drive safely - Ability to handle unexpected situations during the truck operations (driving, stop, backing off, overcoming obstacles, etc) - Ability to use support tools and technologies - Strong communication skills - Ability to work independently <p>3. Attitude:</p> <ul style="list-style-type: none"> - Strictly comply with road traffic regulations - Comply with occupational safety regulations - Active attitudes 	<p>1. Knowledge</p> <ul style="list-style-type: none"> - Observation skills and teamwork skills - Ability to deal with difficult situations - Time management skills - Utilization of supporting equipment and tools - Effective communications - Teamwork and work under instructions <p>2. Skills:</p> <ul style="list-style-type: none"> - Knowledge of goods - Knowledge of equipment, vehicles - Ability to read goods layout <p>3. Attitude:</p> <ul style="list-style-type: none"> - Strictly follow occupational safety requirements - Comply with procedures and regulations 	<p>1. Knowledge:</p> <ul style="list-style-type: none"> - Driving techniques, lifting equipment operating techniques - Knowledge of goods - Knowledge of technical specifications, use, equipment classification, and structure and operation principles of forklifts - Knowledge of vehicle maintenance <p>2. Skills:</p> <ul style="list-style-type: none"> - Driving skills, equipment operator skills - Good organization skills - Ability to observe, recognize and handle situations - Communication skills <p>3. Attitude:</p> <ul style="list-style-type: none"> - Comply with regulations on occupational safety, fire protection, regulations on vehicle circulation and company rules
Level of Responsibility	Fulfil its responsibilities under the supervision and assignment of direct managers	Work in collective environment under the supervision of the manager	Work under the supervision and instruction of managers	Work under the supervision of managers and can work in teams
Certificate/Qualification	No special certificate is required	Driving license C or above is required	Dedicated forklift certification	Dedicated forklift certification

Job title	Job Description	Tasks	Skills, Knowledge, Attitude	Job title	Job description	Tasks	Skills, Knowledge, Attitude
Warehouse Supervisor	<p>Warehouse supervisor are responsible for running of the warehouse which includes directing and receiving and distribution operations. The supervisors prioritises workloads by ensuring that deadlines are met and work stays on schedule. As a team leader they arrange and supervise employees work by coordinating and enforcing operational policies and procedures.</p> <p>Level of Responsibility A Warehouse Supervisor operates with high levels of autonomy</p>	<ul style="list-style-type: none"> Directing inbound and outbound logistics functions such as warehousing operations and transportation activities such as truck loading, routing and unloading. Monitoring supply chain-based performance measures and providing reports to management. Controlling inventory levels by conducting physical counts and checking data storage systems. Maintaining the condition of the warehouse Making recommendations for annual budget to achieve financial objectives Tracking shipments and stock levels using computer software or manual systems Working with retailers to make sure they receive their goods on time and in the right condition Communication between freight companies and warehouse customers Handle incoming requests from customers and ensure that issues are resolved thoroughly and promptly Supporting simplification and standardisation of processes to accelerate enhance efficiencies Use data from IT or other systems to evaluate performance and quality and to plan improvements; Supervising allocating and training team members Ensuring occupational health and safety standards are maintained in the warehouse Interview with hiring and training new employees 	<ul style="list-style-type: none"> Strong written and verbal communication skills, good numeracy skills Very good organisation and planning skills, including the ability to prioritise activities Good judgment and decision making abilities Ability to develop and monitors statistics relating to productivity and service standards. Excellent interpersonal skills including the ability to recruit, induct, train and supervise staff. Good at English and IT skill Working experience in Logistics Work under time pressure 	Logistics Administrative Officer	<p>Logistics Administrative Officers coordinate the purchasing, receipt, monitoring and distribution of goods and services from origin to the consumer.</p> <p>A Logistics Administrative officer will have good administrative skills, including accurate planning skills and a methodical approach to work</p> <p>Level of Responsibility A Logistics Administrative Officer will generally work in groups with supervision.</p>	<ul style="list-style-type: none"> Receive shipments and ensure both quality and quantity. Trace, track and expedite purchase processes. Create and maintain contact with vendors and customers to ensure timely delivery of goods. Interact with third party logistics service providers. Audit freight cost and documentation. Ensure accuracy of all inventories. Maintain communication with warehouse staff to ensure proper working order. Review bills, invoices and purchase orders. Ensure all payment are processed in time. Create packing lists and update shipment information in database. Organise files both manually and/or electronically. Coordinate deliveries for repaired or returned items. Ensure that the warehouse has sufficient space for incoming deliveries. Ensure that all items are properly numbered and tagged. Dispose of unserviceable or damaged items. Conduct safety procedure for outbound shipment vehicle. Manage warehouse security related work such as preparing badges, passes and identification card. Follow occupational health and safety guidelines in order to minimise the risk of causing themselves serious injuries. 	<ul style="list-style-type: none"> Strong communication skill To be well-organised and able to handle multiple tasks at the same time Good computer skills to trace orders, manage inventory and databases, or perform other computer-related tasks Good English, IT skill
Freight Forwarder	<p>Freight Forwarders are responsible for movement of goods from one place to another. They provide assistance to individuals, commercial organizations and importers or exporters for international trading operations. They are essential go-betweens in the import and export processes and provide assistance by facilitating international trading operations.</p> <p>The Freight Forwarders work out the most efficient route for moving large amounts of freight from one destination to the next, using different forms of transport such as rail, road, air, and sea. They must ensure that the cargo reaches its destination in the most timely, affordable and safest manner.</p> <p>Level of Responsibility A Freight Forwarder will generally operate under limited supervision</p>	<ul style="list-style-type: none"> Checking, preparing and authorising documents for freight goods. Verifying goods against stock transfers and invoices legal regulations. Keeping clients informed and report back to them at every stage. Collect data and write detailed reports . Monitoring everything and using software applications and satellite technology to provide real-time tracking of freight movements. May be required to make payments and process transactions, such as freight charges, or behalf customers. Arranging routes and schedules, and confirming the details with carriers. Booking cargo space with carriers. Negotiating rates and arranging insurance. Calculating weight, volume and cost of goods to be moved. Recording details on a computer system. Preparing quotations and invoices. Clearing goods through customs and arranging for any duties or taxes to be paid. Preparing contracts such as Letters of Credit. Advising clients about the arrangements that have been made. Follow occupational health and safety guidelines. 	<ul style="list-style-type: none"> Good spoken and written communication skills. Good maths skills. The ability to work with high levels of accuracy and pay close attention to detail. Excellent organisational and planning skills. Other computer-related tasks. Good English, IT skill. Be honest and careful. Work under time pressure 	Material Handling Operator	<p>Operates powered materials handling equipment to load and unload materials and deliveries and move them to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities</p> <p>Responsible for the accurate receiving, storing, and shipping of products to meet company standards of safety, productivity, and quality. This includes the operation of materials handling equipment in the handling of products.</p> <p>Level of Responsibility A Material Handling Operator will generally operate in a team environment under supervision.</p>	<ul style="list-style-type: none"> Obtains copy of production schedules or shipping orders, and transport materials or equipment to and from designated areas in the facility. Loading and unload goods from vehicles such as truck or aircraft. Moving packaged goods on pallets, or in boxes or containers around the warehouse. Stack the empty pallets. Load goods into the correct storage areas according to inventory management guidelines. Check that the goods have been loaded and unloaded; Check transportation equipment daily. Locating and moving stock of products to pallets or in crates or containers for storage or transport. Notify product damage, shortage, and defects to supervisors. Inspect machinery to determine the need for repair, and conduct periodic maintenance to ensure safe operation of the machine. Keep updated records of inventory and activity logs. Comply with company policies and legal regulations. Support to ensure a safe and orderly working environment at warehouse facilities. Load and unload freight in an efficient and safe manner, recording all necessary paperwork. Transport products to storage area with areas using proper equipment and efficiently stack and store product. Operate warehouse equipment safely and efficiently, meeting efficiency and quality requirements. Support to ensure the security of the work area. Using RF scanners and Warehouse Management System 	<ul style="list-style-type: none"> License or certification as required to operate material handling equipment. Able to work in a fast-paced environments. Attention to detail and proficient use of industrial equipment; Ability to use digital devices. Good health and endurance; Good foot-hand-eye coordination. Basic math skills; Ability to assess weight, and judge distance and heights
Warehouse Operator	<p>Warehouse Operator is responsible for the receiving, handling and dispatching of goods coming into or out of warehouses facilities and stores.</p> <p>They must ensure the correct goods or products are delivered or despatched and check that there is the correct quantity and there is no damage. A warehouse operator will document when goods arrive and record their exact location in the warehouse or store.</p> <p>Level of Responsibility A warehouse operator will generally operate in a team environment under supervision</p>	<ul style="list-style-type: none"> Using a forklift, pallet jack or trolley to assist in loading and unloading trucks and moving goods around the warehouse for storage. May also use automated machinery for this. Stack goods on pallets or in cages for transport, using tape, strapping or cling film to secure the load. Packaging and dispatching completed orders to customers. Loading transport vehicles, making sure goods are loaded correctly and securely. Entering details of received delivery slips, requisitions and invoices into computers or manual recording systems. Use of computers and other electronic equipment, including barcode scanners and portable visual display units to record stock levels and exact storage locations. Advise the supervisor on stock and re-ordering levels. Follow occupational health and safety guidelines in order to minimise the risk of causing themselves serious injuries. Ensure the warehouse area is neat and tidy. Report the quantity of goods. Ensure the warehouse area is fire safety 	<ul style="list-style-type: none"> To be physically fit and able to lift heavy packages Goods organisational skills To enjoy practical and manual work The ability to keep detailed and accurate records A good eye for detail To be able to work as part of a team Forklift certificate Be honest and careful Knowledge of the goods 				