

Job Title	Location
Operations Assistant	JHB

***Job Requirements:***

- ❖ Minimum SPM
- ❖ Fresh grads are encouraged to apply as training will be provided
- ❖ Able to converse in English and Bahasa Malaysia
- ❖ Male-preferred

***Job Descriptions:***

- ❖ Responsible to ensure delivery of superior Customs brokerage and Transportations services to meet or exceed FFS operational standard and customer expectations
- ❖ Follow up export container after release and check ETA vessel follow up on container loading status
- ❖ Responsible to raise Trucking Shipping Instruction for booking of truck (non-haulage) with truck vendor and advice truck details to customer
- ❖ Responsible for trucking planning and ensuring timely pick-up and delivery of customer's shipments
- ❖ Responsible to prepare Malaysia Custom form preparation in SMK system and perform customs formalities at relevant customs check-point

**Additional Information**

- ✓ Medical benefit
- ✓ Annual leave
- ✓ Training & development
- ✓ Full-time employment