

CAREER OPPORTUNITY

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neoasia

SHIPPING COORDINATOR

NeoAsia (S) Pte Ltd, an established international distributor, is committed to the vision of providing efficient and innovative technology in the pharmaceutical and aesthetic industry. Through advanced skincare and equipment technology that creates value with breakthrough results, it is in line with our continuous growth that we are seeking dynamic and suitably qualified individuals to join us for the following position:

SHIPPING COORDINATOR

Responsibilities:

- Implement proper inventory control systems and measures for managing stock at optimum level.
- Negotiate, drive and facilitate issues to closure and work towards continuous improvement.
- Handle shipping documentation, L/C and trade documents, freight forwarding & inventory operations.
- Maintain logistic database and assist in the preparation of reports for analysis.
- Coordinate and resolve problems on deliveries, cargo damages/discrepancy, payments and complaints.
- Coordinate with external and internal parties on all aspects of shipping activities.
- Liaise with supplier, freight forwarder and final customers to ensure timely and cost-effective deliveries.

Requirements:

- Minimum 1 - 2 years relevant experience in similar capacity in inventory control, shipping and procurement; SIPMM qualifications would be an added advantage.
- Customer-oriented, good communication skills in English and Mandarin.
- Proficient in Microsoft Excel and Word.
- Ability to perform LC and trade documents is preferred.
- Meticulous and detail-oriented.

Interested applicants can write in with full resume, stating your current and expected salaries to:

HR Manager
NeoAsia (S) Pte Ltd
6 Tagore Drive #04-06/07
Tagore Building, Singapore 787623
Email: hr@neoasia.com.sg

Only shortlisted candidates will be notified for an interview.