



Yusen Logistics (Hong Kong) Limited

We are a member of an international logistics group of companies based in Hong Kong and PRC specializing in the provision of top-notch global logistics as well as forwarding and consolidation business. In relation to our steady growth, we are inviting interested parties for the following positions:

Shipping Clerks -for Import / Export Dept

Job Descriptions:

Daily works include, but not limited to:

- Handle full set of import & export documents, and place booking with carriers / truckers.
- Perform cargo planning, maintain close communication & coordination with clients / overseas agents / carriers / warehouse etc.
- Data entry /inventory control and import/ export declaration & billing

Requirements:

- Diploma or above (preferably logistics related);
- At least 2 years of working experience in shipping field;
- Candidate should be familiar with Intra-Asia / EU / US market,
- Fast and accurate typing,
- Good command of English & Mandarin and with Good communication skills,
- Able to work independently, with high efficiency.
- Starter user level in MS Word and Excel;
- Diligent and willing to work overtime.
- Prefer immediate available

Interested parties please send full resume with employment history and **expected salary** to HRA Division, Yusen Logistics (Hong Kong) Limited at Level 31, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung or by email to hr.ylhk@hk.yusen-logistics.com .

Yusen Logistics (Hong Kong) is an equal opportunity employer. All information collected will be used for recruitment purpose only.

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|------------------------|---|
| Career Level | Entry Level |
| Yr(s) of Exp | 2 years |
| Qualification | School Certificate |
| Industry | Freight Forwarding / Delivery / Shipping |
| Job Function | Transportation & Logistics > Freight Forwarding Transportation & Logistics > Shipping Transportation & Logistics > Supply Chain |
| Location | Kwai Hing |
| Salary | Salary provided |
| Employment Type | Full Time, Permanent |

Others

Recent Graduate will be considered

Benefits

Double pay

Five-day work week

Life insurance

Medical insurance

Overtime pay

Performance bonus

Keywords: shipping Export ocean freight forwarding