**Air Export Clerk (On Shift, Fresh Graduate Welcome)**

Responsibilities

* Handle air export shipment independently
* Coordinate with internal operations team & customers
* Data entry & filing

Requirements

* Diploma holder or above, preferably in logistics or supply chain
* At least 1 year related experience is preferred but not a must
* **Fresh graduate would also be considered**
* Willing to work overtime & work occasionally on holidays
* Well organized and detail-minded
* Good command of English & Mandarin
* Knowledge in Microsoft Office Applications, i.e. Word, Excel, Outlook etc.

Working Hours **(Day& Night Shift is required**)

* 09:00 - 18:00 (Mon - Fri) & 09:00 - 12:45 (Sat)
* 14:00 - 23:00 (Mon - Fri) & Sat off

Working Location

* ATL, Kwai Chung

Our Offer

* Attractive salary, night shift allowance, medical and training benefits.

Interested parties please send CV to **yamato.recruit2@ta-q-bin.com.hk**with expected salary and available date.

\*\* All information received will be kept confidential and for recruitment purposes only.