**Shipping Clerk**

Responsibilities

* Handle full set of I/E documents & operations
* Coordinate with overseas branch, liners, shipper & sub-contractors
* Follow up shipment status and schedule
* Handle ad hoc projects as assigned

Requirements

* Diploma holder or above, preferably in logistics or supply chain
* 1 year experiences in logistics or freight forwarding industry would be an advantage
* Knowledge in Microsoft Office Applications, i.e. Word, Excel, Outlook etc.
* Good command of written and spoken in English and Mandarin
* Immediately available is highly preferred

Working Location

* San Po Kong

Our Offer

* Attractive salary, 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.