

CHB (Custom House Brokerage) Admin Supervisor

ALI Secretariat

Damco is part of the A. P. Moller – Maersk Group, focusing on global logistic with individual solutions (further details visit www.damco.com). We are currently inviting highly motivated and enthusiastic professional candidates to join us to fill in the following positions :CHB (Custom House Brokerage)

Admin Supervisor
Responsibility: Supervise day to day warehouse administration especially in export documentation clearance
Communicating correct operational standard procedures and assigning duties to ensure that effective administration is delivered to the highest possible standard within the facility and that continuous improvements are planned and delivered.
Requirements: Minimum Diploma/ Bachelor Degree, from Transport Management School
will be more likely
Have at least 2-3 years of direct work experience in similar job and level
Familiar and have experience in handling export documentation clearance administration is a must
Understands about correct operational procedures for export and clearance administration and also about Custom EDI, Spective, MODS or Warehouse system
Strong written and verbal skills to communicate with all levels of the organization, both internal and external party (government especially)
Candidate must possess PPJK license
Job location will be at Cakung , 1 position available

If you think you're qualified and interested with this position, please send your complete resume to arika.retnaningtyas@damco.com

and put this position name as the subject no longer than Sep 30th 2013.
Only shortlisted candidate will be invited for further selection process