

Customer Service Executive

ALI Secretariat

Job Application

A

reputable national Freight Forwarder company, that has been establishing more than 20 years and serving several big Customers is looking for an

Customer
Service Executive

Responsibilities

Arranging export import documents,
including required permits such as BPOM and quarantine, until preparing export
import declaration. Dealing with customers - starting from receiving
order until delivery. Preparing booking confirmation and
communicate with operational teams to ensure high service level delivered. Preparing report. Managing KPI.

Requirement:

Min. 3 years working in Freight Forwarder or
Shipping Line, experience in managing export-import documents and export-import
declaration preparation. Located in Tanjung Priok, Jakarta. Male/female. Max. 35 years old. Min. S1. Excellent
communication skill. Computer literate. Fluent in English.

Please
send the latest resume with photograph to

Human
Resource Department

Mr.

Iman T. Mulyana

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latest on 31 of August 2015.