

# Join US!

## Officer (Logistics-Customer Service)

### Responsibilities ;

- Generate SI, Particular, draft export documents and send to all parties concerned (Agent line, Shipping and Surveyor).
- Checking and preview all draft export documents before sent to receiving market.
- Generate complete export documents (Invoice, Packing List, COA, etc.) and send out to receiving market (under KPI).
- Sending complete export documents (Invoice, Packing List, COA and etc.) to Shipping to issue FORM, C/O, Health Certificate, Export Entry, Goods Control list and etc.
- Summary data and report documents to customer (F&N) before recording the export documents on systems.
- Building a relationship with customers, customer broker, surveyors, and shipping lines to get efficient high works.
- Be able to solve document problems to satisfy the customer's need and make customer have confidence and be impressed with our service.
- Always keeps abreast of customers' needs and changes, make relevant changes within the given stipulated date set by customer.

### Qualifications ;

- Bachelor's Degree in logistics or related field.
- Have experience in customer service (logistics) 1-3 years.
- Know about import & export documents.



[talentacquisition@rclgroup.com](mailto:talentacquisition@rclgroup.com)



02-2961394



[www.rclgroup.com](http://www.rclgroup.com)

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