

Position: Export Delivery Officer

Location: Bangkok

Responsibilities

- Handle daily export activities which include shipment scheduling, loading plan and reviewing export documents to ensure compliance with document instruction and regulation in the country of destination.
- Coordinate with sales team, production planner, warehouses, shipping lines or freight forwarders, customs brokers, trucking company, and other outsourced service providers in order to complete shipment process.
- Ensure customers are given timely and accurate information concerning shipment
- Understand and monitor situation at port in the country of destination.
- Key contact for shipment-related issues by coordinating with internal related party and outsourced service providers.
- Perform other duties as assigned by Transportation Team Leader and Supply Chain Manager

Qualifications

- Bachelor degree in a related field.
- At least 1 year of experience in processing export shipment or international customer service.
- Knowledge of export shipment process and documentation, international trade, customs procedure, and INCOTERMS.
- Good command of English communication.
- Good computer skills (MS Office, Word, Excel, PowerPoint). SAP knowledge would be an advantage.
- Good negotiation skills.

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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Human Resources Department

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