

# Seafreight Operations Executive (Job Ref Key: DEC2021SOE)

The National Forwarder Pte Ltd

National...

- Is a local freight-forwarding SME that is a specialist in moving ship spares
- Is happy to share the experience and knowledge accumulated over thirty years in the industry
- Comprises just fifty team members – everyone talks to everyone, everyone learns from everyone
- Is located in Changi Airfreight Centre, a stone's throw away from Changi Village Hawker Centre and the beach

What do we need help with?

- Following the past two unprecedented pandemic-stricken years, the importance of global connectivity of goods, particularly by sea, once taken for granted is now clearer than ever. The encouraging surge in customer enquiries has propelled us to search for a fitting member to join our expanding, dynamically experienced yet exuberant seafreight team here at National.

The role will entail but is not limited to...

- Addressing customer enquiries by providing quotations, shipment updates and invoice bills
- Coordinating receipt and record of incoming shipments
- Arranging outgoing shipments by booking and liaising with transport providers/carriers/vendors
- Preparing customs declaration permits and other necessary documents
- Ensuring that shipments are handled smoothly and intermediate issues are troubleshooted

We are looking for a professional who...

- Has an interest in the freight-forwarding industry
- Possesses a diploma/degree in a related field
- Has basic computer literacy skills
- Is familiar with MS Outlook
- Is meticulous and organised
- Works effectively in a high-paced environment
- Has good time-management skills
- Communicates clearly and confidently
- Has a can-do attitude

While not required, it will be a bonus if you have...

- A forklift/driving license
- Working experience in a related field

Keen? Questions? We'd love to hear from you! Apply via the careers page in our website by quoting the job ref key.

