

Documentation Officer (1 Position)

Business Administration, Assistant, Driving/Transport, Sales / Marketing, Shipping / Import / Export, Logistics, Other, Customer Service/Support, Communications, Expression of Interest, Economics, Operations Management, Manufacture / Operations

- Location: Phnom Penh
- Schedule: Full-time
- Salary: N/A

Duties

- Pre-check draft document

confirmation internal team

- oversea agent.
- Follow up/Update info document status team
- HQ Customs.
- Pre-check inquiry procedure/CV/Duty & Tax/CO FORM both import export
- Sales Team.
- Prepare kinds document import/export shipment
- local service.
- Filing documents
- Server.
- Work/Cooperate other departments
- document arrangement.
- Other Tasks be provided by Documentation Supervisor

- Operation Manager.

Requirements

- Bachelor degree

Business administration other

- skills.
- At least 2 experiences Logistics Company 1 experiences documentation.
- Be
- fast learner, smart & flexible person & team player.
- Good communication &
- skills.
- Good English
- speaking/writing/listening/reading.
- Know well Microsoft Office, E-mail & Internet,
- Computer.
- Eager learn gain experiences (curious person
- passion).
- Hard working, patient be able
- work under pressure.
- Friendly, morality, high

- for works.