

## **Logistics Executive**

In this role, you will ensure that the right products are delivered to the right location on time and at a good cost. You may also be involved in transportation, stock control, warehousing and monitoring the flow of goods.

- Use IT systems to manage stock levels, delivery times and transport costs
- To prepare shipping documents and monitor shipment to ensure timely delivery of shipment
- Liaise and negotiate with external parties and coordinate shipments with respective freight-forwarders/warehouse
- Analysing logistical problems and producing new solutions
- Continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environment pressures
- Ready to take on other ad-hoc duties as assigned by Superior

## **Job Requirements**

- Basic mandarin required to liaise with China partners
- Minimum Higher NITEC/Diploma
- Fresh graduates are welcome

If you're already on the edge of your seat, get in touch with your folio and CV at [admin@mightyjaxx.com](mailto:admin@mightyjaxx.com)