



Logistics Executive / Logistics Assistant

Job Description

Our Team

Mighty Jaxx is a unique future culture company that creates quality products across multiple categories such as art collectibles and lifestyle items, bridging the physical & digital world by powering it with technology. Since our inception in 2012, we have produced over 1,000 designs in collaboration with world-renowned artists and global entertainment brands like Hasbro, Sesame Workshop, Toei Animation and Warner Bros, delivering 5 million units of tech enabled collectibles to collectors in over 60 countries in 2020 alone.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their true fun-loving and high-energy selves to the workplace. With big, vibrant dreams and a culture of high performance in our workplace, you will always be engaged, empowered and feel positively challenged.

At Mighty Jaxx, we always extend our full support to the team to help them reach their full potential personally and professionally. If you love keeping up with the latest trends across different sub-cultures, love technology and are ready to embrace your creativity, we love to have you join us in creating the most unique experiences, products and content for our collectors!

The Job

As our Logistics Executive / Logistics Assistant, you will assist the Logistics department in maintaining relevant documents, inventory records and support our Senior Logistic Executive in all aspects of logistics and warehouse management.

Responsibilities

- Working closely with the warehouse and maintaining a good working relationship.
- Arrange outgoing shipments with the warehouses, with needed documentation.
- Keeping track of shipment packing, transportation mode, cost of shipment, arrival time and other important factors in the shipment process ensuring timely delivery to the end consumer.
- Liaising with external parties regarding shipments (Forwarders, warehouses)
- Working closely inter-departments regarding Logistical matters.
- Preparation of shipping documents (Packing List, Commercial Invoices, AWB)
- Assisting team leader with Logistical problems



Requirements

- NITEC/Diploma or equivalent.
- Knowledge in Logistics processes
- Strong communication, memorization, teamwork, and a sense of urgency.
- Outstanding organizational and investigative abilities.
- Capacity to perform your duties confidently and diligently, particularly during stressful periods.
- Highly organized and effective time management skills
- Able to work in a dynamic and fast-paced environment
- Good verbal, communication skill
- Proficient of MS Office and Excel Software
- Knowledge of the collectible / toy industry is a plus
- Knowledge of urban culture is preferred
- Resilient and agile, quick to adapt to changing priorities in a fast-paced environment