

# Join US!

## Manager (Central Documents-CS & System)

### Responsibilities ;

- Create new SOPs for missing documentation procedures in new trade routes.
- Create future plan for extending BL preparation services to other locations.
- Work closely with Legal Department for appropriate action and solution.
- Develop RCL system related with booking, documentation modules and other system related.
- Ensure all staff equipped with related knowledge for Documentation Policy, SOP and system procedures.
- Work closely with IT for testing system related with job for new implementation.

### Qualifications ;

- Bachelor Degree in any related field.
- At least 8 years of working experience in Shipping, Import & Export, or Logistics
- Good command in English.
- Able to speak Chinese will be advantaged.
- Good knowledge in documentation both bounds for the international transportation by sea and experience with NVOCC or freight forwarder business.



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