



Astro Pacific Pte Ltd is a leading International Freight Forwarding & NVOCC company with extensive coverage throughout Australia, New Zealand, Malaysia, China, Japan, Hong Kong, Indonesia, India, Korea and rest of Asia. Our Singapore office has two main divisions (Shipping & Warehousing) which provides complementary services. We are currently expanding and due to our expansion we require outstanding individuals with drive and vision to join us & our group of companies.

For more information, please visit our website at <http://www.astro-pacific.com>

Due to our expansion we have immediate vacancies for the following positions:

Export Documentation Officer (BL)

Key Responsibilities

- Handle LCL and FCL documentation (Export)
- Coordinate and arrange Export shipment delivery
- Preference will be given to those with NVOCC (LCL) documentation experience
- Liaise with customers and internal department to execute customer's instruction
- PC Literate

Requirements:

- Experience in freight forwarding & Consolidation.
- Mature, self motivated and able to work independently.
- Good customer service, analytical, problem solving and follow up skills
- Able to work in a fast pace environment.
- Able to start immediately is an added advantage.
- PC Literate

HOW TO APPLY:

Interested applicants, pls email your detailed resume in MS Word format (with the below info) to hr@astro-pacific.com

- Position Applied for;
- Current monthly salary;
- Expected monthly salary;
- Reasons for leaving current & previous employment;
- Availability / Notice period required; &
- A recent passport-sized photo.

We regret that only shortlisted candidates will be notified