



MEIKO
GROUP

JOB VACANCY !!!

'One Stop Solution'

for Freight Forwarding and Customs Clearance

PT. SKYWIN LOGISTICS

IN ORDER FOR STRENGTHEN OUR COMPANY;

WE WOULD LIKE TO INVITE YOU FOR JOINING US AS:

Export Import Staff

Job Description:

- **Taking Order From Customer (By Phone, By Email)**
- **Dealing With Liner, Booking Vessel, Making Shipping Instruction For Sea & Air Freight (Fcl, Lcl)**
- **Booking To Carrier (Hbl/Mbl), Prepare Documents (Hawb, Manifest Etc) For Operation Staff In Airport And Coordination With Operation Staff In Airport To Receive Cargo In Warehouse**
- **Sending Pre-Alert, Provide Documents To Customer**
- **Making Monthly Shipment Report**

Qualifications:

- **Maximum 30 Years Old**
- **Minimum D3**
- **Minimum Have One Year Experience Working As Exim Forwarding**
- **Have A Good Shape, Both Physically And Mentally**
- **Loyal, Honest, And Dedicated Person**
- **Have An Outstanding Knowledge Of Export - Import Procedures And Documents**
- **Can Communication With English**
- **Have An Ability To Work Under Pressures**
- **Able To Work Individually And With Teammates**

If you met the criteria mentioned above, please send us your resume and the copy of your transcription to the following email address: hrd@meikoekspres.com or send to Jl. Sunter Permai Raya Blok A1 No. 16 Sunter Agung Tanjung Priok Jakarta Utara 14350

PT. MEIKO EKSPRES

IN ORDER FOR STRENGTHEN OUR COMPANY;

WE WOULD LIKE TO INVITE YOU FOR JOINING US AS:

Marketing Staff

Job description:

- **Support Working Process on Team Marketing**
- **Doing Visit/Meeting To Customer**
- **Demonstrating/Presenting Our Service**
- **Handling Order & Marketing Record**
- **Assignment At The Exhibition**
- **Make Weekly And Monthly Report**

Qualifications:

- **Maximum 35 Years Old**
- **Minimum D3**
- **Have A Good Shape, Both Physically And Mentally**
- **Loyal, Honest, And Dedicated Person**
- **Have An Outstanding Knowledge Of Export - Import Procedures And Documents**
- **Can Communication With Mandarin**
- **Have A Good Communication Skill (Negotiation & Persuasive)**
- **Able To Work In Office And Field**

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