
Customer Account Executive

Responsibilities:

Report to Warehouse Supervisor to ensure that the company assigned financial and productivity targets. The job holder is accountable for:

- To assist the supervisor to enhance logistics operations to higher standards to meet ever-increasing customer needs
- Data entry, conduct daily administrative work in a routine basis
- Ensuring proper manpower utilization and improve effectiveness and efficiency of operations in the department
- Ensure all inventory transactions are properly recorded and maintain warehouse management system (WMS) for administration and automated material storage and retrieval
- Ensure logistics operations are met the required KPI levels & ISO standard
- Confirm the daily operational reports and make record for further analysis

Requirements:

- HKDSE or equivalent, Degree holder in logistics is advantageous
- 3 years of relevant experience in shipping / logistics industry
- Experience in warehouse operation and operation development is preferable
- Experience in maintaining and monitoring the daily productivity and operation output
- Professional in WMS, SCM management
- Familiar with MS Word & Excel is a must

Working Hour:

- Monday – Friday (09:00 - 18:00)
- Saturday (09:00 – 13:00)

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: jobs@royaleinternational.com

All information collected will be used for recruitment purposes only.