
Imports Operations Assistant

Responsibilities:

- Data entry for inbound and transfer shipments
- Shipment Scanning
- Prepare full set of import documents for customs clearance
- Communicating with both overseas & local offices
- Handling email and telephone enquiries relating to clearance of inbound shipments

Requirements:

- HKCEE / HKDSE
- Fresh Graduates will be considered
- English Language skills, both spoken and written
- Good organization skills

Working Hour:

- 5.5 days per week, 8 hours work per day, one hour lunch per day (12:30 - 21:30 / 13:30 – 22:30)
- Shift work, Weekend work & Holiday work is required

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.