

RIG Limited is part of Royale International Couriers with Global HQ in Hong Kong and over 40 offices worldwide it's expanding its presence in Mexico. We are looking for candidates willing to work in a multicultural organization offering our Time Critical Services within Mexico.

You will be in regular communication with our Global Head Office in Hong Kong as well with our multiple locations worldwide.

Office Administrative Clerk - Ref: Mex-OAP001

- Excellent PC skills, Including Microsoft Office, Excel and Outlook.
- Perform daily duties such as invoicing, regular email, shipments follow up etc.
- Fast and accurate data entry skills.
- Excellent Customer Service skills.
- Knowledge of Air freight documentation is an advantage.
- Capable of working unsupervised in fast paced environment.
- Eye for detail.
- Organized and able to multi-task.
- Good communicator at all levels.

The Successful Applicant

- Minimum High School Diploma.
- At least 2 year experience.
- Proficient in English (bilingual).

Application Procedure:

If you want to join our team, please send your resume and cover letter to mexico@royaleinternational.com on or **before 15 October 2017**

Those who do not hear from us within four weeks after the closing date may assume their applications were unsuccessful. All information provided by applicants will be treated in strict confidence and used only for recruitment purposes. Their personal data will be destroyed six months after the selection is finalised.