
Shipping Declaration Assistant

Responsibilities:

You will have a direct responsibility to the air freight declarations processing, including but not limited to:

- Processing declarations via Trade Link platforms
- Liaising with HK Customs, Census & Statistics, Clients and CS Teams
- Filing completed declarations
- Searching for HS codes, Country codes etc
- Creating Declarations and RA reports
- Sorting declarations paperwork from other internal departments

Requirements:

- HKCEE / HKDSE
- Fresh Graduates will be considered
- Accurate typing skills are a must
- Tradelink Knowledge would be an advantage

Working Hour:

- 5.5 days work per week, 8 hours work per day, one hour lunch per day(09:00 – 18:00)
- Weekend work is required

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and 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.